

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION
--

Required Qualifications:

- Bachelor's degree
- Certification in Educational Leadership and Exceptional Student Education
- Minimum of five (5) years of successful teaching and/or administrative experience in Exceptional Student Education
- Must possess a valid Florida driver's license

Desired Qualifications:

- Master's Degree

Performance Responsibilities:

- Evaluate staff in the Exceptional Student Education and Student Services Department
- Provide administrative oversight, review and support for Exceptional Student Education projects and grants
- Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process
- Assist with related cooperative agreements and contracts
- Direct the development of Exceptional Student Education activities designed to achieve priority goals identified through the district's planning process
- Liaison with other districts, state and national programs and with advisory, advocate and parent groups, as appropriate
- Work with appropriate personnel in the planning, modification and construction of school facilities
- Direct the development of administrative guidelines and policies for Exceptional Student Education
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Coordinate the Exceptional Student Education grant writing activity of the district
- Develop and recommend the district's annual plan for Exceptional Student Education
- Direct the implementation and monitoring of suitable procedures for the screening and diagnosis of students' problems
- Direct procedures for placement, transfer and program completion for students in Exceptional Student Education
- Direct the development and utilization of individual educational plans for students in Exceptional Student Education programs

- Oversee program implementation to ensure compliance with applicable statutory and regulatory requirements
- Ensure that all deadlines are met and that the district adheres to all guidelines and requirements pertaining to Exceptional Student Education grants
- Oversee the activities of the district operation of the Florida Diagnostic and Learning Resource Systems associate center
- Direct the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Direct the planning, implementation and evaluation of Exceptional Student Education programs and grant writing activities
- Direct the development, implementation and periodic evaluation of Exceptional Student Education curriculum
- Direct program planning to involve district and school personnel, community representatives and students when appropriate
- Monitor the articulation of Exceptional Student Educational programs
- Keep well informed about current trends in education
- Assist in the coordination of transportation services for exceptional education students
- Receive, review and assign students to the district alternative school
- Chair the District Alternative Reassignment Appeals Committee and schedule appeals hearings
- Receive, review and submit superintendent's charging letter, interview witnesses and schedule hearings for students referred for expulsions
- Coordinate the handling of out of county student transfers
-
- Coordinate dropout prevention programs based on needs, goals and philosophy of the district
- Chair the District Discipline Committee and review and revise annually the Student Code of Conduct as needed
- Review and revise the district records procedures as needed
- Complete appropriate reports for local, state and federal agencies as required
- Direct and coordinate audits of student services program for compliance with federal and state laws as well as district policies
- Coordinate a systematic control and transfer system of students' permanent records in compliance with federal and state laws
- Provide liaison with other district, state and national programs
- Keep the Executive Director of Student Support Programs Superintendent and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs, as assigned, and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

63020

Board Approved: 02/06/96

Revised: 01/02, 12/13/05, 01/20/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 06/25/19