

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, EXCEPTIONAL STUDENT EDUCATION</b>
<b>REPORTS TO:</b> Executive Director, Exceptional Student Education
<b>SUPERVISES:</b> Supervisor, Exceptional Student Education (Pre-K) Supervisor, Exceptional Student Education ( Communication Disorders / Visually Impaired) Managing Officer, Medicaid Exceptional Student Education K-12 Specialist Exceptional Student Education Compliance Specialist Exceptional Student Education K-12 Academic Specialist' Florida Diagnostic Learning Resources System (FDLRS) Specialist (Gulf Coast Associate Center) Exceptional Student Education Low Prevalence – ID/ASD Specialist Exceptional Student Education Florida Inclusion Network Specialist Support Staff
<b>QUALIFICATIONS:</b> Master’s degree with state certification in any area of Exceptional Education in addition to Supervision at both the elementary and secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years professional experience in Exceptional Education. Three (3) years administrative or supervisory experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six- (6) months of employment.
<b>PREFERRED:</b> Demonstrated skills in the essentials of school administration and curriculum development. Demonstrated organizational and communication skills.
<b>MAJOR FUNCTION</b>
The Director for Exceptional Student Education assists the Executive Director, Exceptional Student Education with overall department operations. The Director has primary responsibility for the administration and supervision of the ESE program countywide. In addition, the Director shares leadership in the planning, organizing, coordinating and evaluating of all ESE programs.

## ESSENTIAL RESPONSIBILITIES

- Serves on Curriculum Services Teaching and Learning Team
- Responsible for monitoring Curriculum Services Teaching and Learning Division Plan
- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals and state standards.
- ~~Serves as Curriculum Services Teaching and Learning Connector~~
- ~~Serves as Improvement Team member~~
- Promotes, reviews and communicates progress toward division goals on a regular basis to Curriculum Services Teaching and Learning employees
- Assists in the preparation of departmental FTE projections, staffing model recommendations and the establishment of budget priorities
- Represents Curriculum Services Teaching and Learning Division on cross-functional teams
- Participates in the planning and presentation of the ~~Student Achievement and Accountability Leadership~~ segment of monthly superintendent's meetings
- Participates in the planning and presentation of the School Improvement Work sessions
- Coordinates professional development of Curriculum Services supervisors Teaching and Learning staff
- Coordinates the development of Curriculum, Instruction, Assessment, and Improvement (CIAI) for all ESE programs
- Assists with the development, management and monitoring of relevant federal, ~~and~~ state and discretionary grants
- Develops and maintains working relationships with community agencies
- ~~Supervises ESE supervisors, resource teachers, teachers on special assignment, support staff and the Admissions Diagnostic and Placement Teams staff~~
- Assists with monitoring of IDEA grant projects and budgets
- Assists with the monitoring of Special Exceptional Student Education Programs and Procedures ~~for Exceptional Students~~
- Coordinates goal setting and planning processes within the ESE department, based on district vision and strategic directions aligned to the District Strategic Plan
- Assists with recommendations of ESE unit allocations including monitoring for unit adjustments
- Participates in the development of the Curriculum Services Teaching and Learning Division Improvement Plan to support the District Strategic Plan
- Assists in the development and implementation of the ESE Department Strategic Plan
- Assists with communication of budget parameters, FEFP alignment information and legislative mandates related to the development of the staffing model
- Assists with planning and development of remediation strategies
- Solicits and listens to customer input from staff, schools, program advisory committees, parents and community
- Monitors Curriculum Services Teaching and Learning employee satisfaction results
- Monitors customer satisfaction results
- Develops and monitors programs based on needs of students, teachers, administrators, families, community, business and industry
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark and comparison data in the areas of CIAI
- Assists school personnel in analyzing data for continuous improvement of student achievement
- Interprets impact of federal and state legislation and state board rule as it related to exceptional student education
- Coordinates data collection as it relates to ESE programs
- Assists with coordinating and monitoring instructional materials allocation
- Facilitates leadership development of current and potential administrators' SA&AA
- Encourages Curriculum Services Teaching and Learning employee involvement, empowerment, responsibility and innovation in division improvement activities

### ESSENTIAL RESPONSIBILITIES (continued)

- Recognizes Curriculum Services Teaching and Learning Division member contributions to division goals and/or District Strategic Direction
- Provides professional development opportunities for district, and school-based administrators and ESE Leadership
- Collaborates with all district departments and schools for the successful implementation of ESE services
- Recognizes principals' performance that contributes to the District Strategic Direction
- ~~Evaluates supervisors and other ESE staff~~
- Assists in the design of curriculum services, and activities and support services
- ~~Participates in FTE projections~~
- Participates in School Improvement Plans review
- Interprets and monitors school board curriculum policy for schools
- Manages department data collection and reporting functions, uses data in decision making
- Provides for the evaluation and modification of programs through advisory committees and other groups
- Assists with coordination of educational specifications for ESE programs
- Assists in resolving school-based curriculum problems
- Serves as liaison with community groups, program advisory committees, parents, colleges and universities, and other agencies
- Facilitates curriculum and instruction services to schools
- Assists with establishing and oversees annual budgets from federal, state and district funding allocations to support ESE programs
- Advocates, facilitates and monitors instructional accountability for highest student achievement
- Advocates, facilitates and monitors the development, deployment and results of curriculum related school improvement initiatives
- Advocates, facilitates and contributes to Curriculum Services Teaching and Learning accountability for results aligned to all district strategic directions
- Advocates, facilitates and monitors ESE performance
- Facilitates and monitors performance of Curriculum Services Teaching and Learning employees
- Performs other related duties as required.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; REVISED: 1/89 PBL; BOARD APPROVED: 3/8/89; REVISED 6/92 BMP; BOARD APPROVED: 7/22/92; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGED 7/99 PBL; BOARD APPROVED: 7/27/99; REVISED (MF, D&R & PREF): 4/00 PBL; UPDATE DIVISION NAME: 1/06 AK, OBSOLETE 1/09/07 REISSUED: 5/12 LMCK; BOARD APPROVED:

**DIRECTOR, EXCEPTIONAL STUDENT EDUCATION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Exceptional Student Education – ADM