

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0123
Pay Grade: ~~C42~~ C11

FLSA: Exempt
Administrative

ASSISTANT SUPERINTENDENT EXECUTIVE DIRECTOR, EXCEPTIONAL STUDENT EDUCATION

REPORTS TO:

Associate Superintendent, Teaching and Learning Services

SUPERVISES:

Director, Exceptional Student Education
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with Florida certification in at least one area of Exceptional Student Education and in Administration/Supervision, Educational Leadership, School Principal or an equivalent certification as defined by the Florida Department of Education. Five (5) years professional experience including three (3) years in administration/supervision. Demonstrated organizational and communication skills.

PREFERRED:

Experience as a school principal

MAJOR FUNCTION

The ~~Assistant Superintendent Executive Director~~, Exceptional Student Education (ESE) works directly with the ~~Deputy Superintendent, Curriculum and Operations (DSCO)~~ Associate Superintendent Teaching and Learning Services to develop systematic approaches to evaluate and improve teaching and learning to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment.

ESSENTIAL RESPONSIBILITIES

- Works collaboratively with district and school leaders to provide services for ESE students
- Collaborates with district curriculum supervisors to establish and implement innovative instructional and curriculum design for exceptional students
- Communicates, advocates, and facilitates the alignment of curriculum, instruction, and assessment to the district goals and state standards
- Collaborates with ESE supervisors/specialists to assist principals in identifying effective research based strategies and assist with the professional development to improve the performance of exceptional students resulting in Adequate Yearly Progress for students pursuing both standard and modified Sunshine State Standards
- Collaborates with ESE supervisors/specialists to assist principals in establishing and maintaining a safe school environment
- Provides leadership in the planning and presentation of effective behavior management strategies and resources for schools
- Collaborates with district curriculum supervisors to assist principals in analyzing data relating to continuous improvement of student discipline
- Supports schools, school leaders, parents, and the community in the development of programs and allocation of resources for exceptional student education
- Ensures the district-wide implementation of IDEA requirements
- Supervises the development and monitoring of the IDEA project and budget
- Supervises the development of the Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students and related School Board policies

- Supervises the preparation of FTE projections, staffing model recommendations, and the establishment of budget priorities relating to exceptional students for consideration by ~~Deputy Superintendent, Curriculum and Operations~~ Associate Superintendent Teaching and Learning Services
- Supervises the alignment of district and school based ESE personnel to effectively meet student needs
- Recommends and coordinates professional development for ESE Supervisors/specialists and staff
- Develops and maintains working relationships with community agencies
- Evaluates ESE supervisors/specialists and staff
- Supports principals' performance that contributes to accomplishing the District Strategic Plan
- Performs other related duties as required

TERMS OF EMPLOYEMENT

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: HISTORY OF PREVIOUS JOB MAY BE VIEWED IN PERSONNEL; CHANGED TITLE, MF, D&R, MQ's 1/07 AK; BOARD APPROVED: 1/09/07; REVISED FORMAT, TITLE, PAY GRADE, MF, ER, ADA, 5/12 LMCK; BOARD APPROVED;

ASSISTANT SUPERINTENDENT-EXECUTIVE 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 computer to enter and transform words or data					X
21. Using various technology tools					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				