

EC: Director for Exceptional Children Services

Reports to: Deputy Superintendent

Supervises: Two Curriculum Support Specialists, two Program Facilitators (Transition and Preschool), all related services staff, and Administrative Assistant

Term of Employment: 12 months

Salary: Appropriate Central Office Administrator Salary Schedule

FLSA Exempt/Non-Exempt: Exempt

Qualifications:

- North Carolina Teacher Licensure
- 5 years of successful classroom teaching experience
- North Carolina Licensure in Curriculum Instruction Supervision
- Master's degree in Education-related field
- Administrative experience preferred

Essential Job Functions:

- Provides leadership in developing comprehensive program plans as well as implementing and evaluating the planned programs for Tier II and Tier III Students
- Determines program needs and allocates resources of staff and materials
- Attends meetings (i.e. IEP meetings) with parents and staff in order to assist in facilitating appropriate programs and services for individual students
- Assists/prepares budgets, coordinates with other departments or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies
- Shares information about programs with various stakeholders, serves as a liaison between the school system and other agencies
- Gathers and analyzes program evaluation data
- Participates in regional and state meetings pertaining to exceptional education programs and student support services
- Shares information with staff regarding best practices in special education, instructional issues, and state and federal requirements regarding services for students with special needs and disabilities, Section 504 and other support-related programs
- Consults with staff and administrators regarding discipline issues of students with special needs and disabilities
- Coordinates and conducts professional development activities for staff working with students with special needs and disabilities
- Makes presentations district-wide to EC staff, counselors, social workers, school psychologists as well as other district employees regarding working with students with special needs and disabilities
- Stays informed of state and federal laws and procedures for programs for students with special needs and disabilities as well as students in need of intervention
- Collaborates with district administrators in the selection and placement of exceptional children personnel, counselors, social workers, school psychologists, and assists in evaluating staff

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- Ensures, along with building administrators, that EC and student support are providing appropriate instruction, support, and services to students with special needs and disabilities
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations