

SPECIAL MEETING – APRIL 25, 2007
JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER

- A) Associate Director – Inclusion & Programs for ESE
- Establish new job classification, Associate Director – Inclusion & Programs for ESE, and assign to Salary Level 9 on the Staff Salary Schedule.
 - Provides leadership to principals, teachers, district/area staff in special education, specifically related to inclusion of students with disabilities and related programs.
 - Fiscal impact of \$119,296.

**SPECIAL MEETING – APRIL 25, 2007
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Associate Director – Inclusion & Programs for ESE	N	This position will provide leadership for Administrators in the field with respect to inclusion of special needs and exceptional students throughout the District.

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Reclassification

JOB CODE:

TITLE:*ASSOCIATE DIRECTOR – INCLUSION & PROGRAMS FOR ESE*

QUALIFICATIONS:

1. Five or more years direct experience with legal, instructional and community issues related to students with disabilities. Must include teaching experience.
2. Masters Degree in Education.
3. Certification or eligibility for certification in Educational Leadership or equivalent.
4. In-depth knowledge and application of K-12 school statutes, law and regulations.
5. Demonstrated ability to recruit, select, manage and evaluate personnel.
6. Working knowledge and demonstrated application of state and federal laws related to the education of students with disabilities and students who are gifted.
7. Experience with contracts and services.
8. Documented experience presenting complex issues at public venues.
9. Knowledge of current hardware and software technology and its application to special education and gifted programs.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Works directly with the Executive Director, Exceptional Student Education.
2. Provides leadership to principals, teachers, district/area staff in special education, specifically related to inclusion of students with disabilities and related programs.
3. Oversees ESE programs and services.
4. Analyzes data reports related to instruction and FTE; recommends improvements.
5. Serves as liaison between the District office, parents and community organizations.
6. Manages compliance with federal and state regulations related to special education and gifted programs and recommends improvements.
7. Assists with the development and management of the federal and state funds.
8. Assists in the evaluation of personnel.
9. Works collaboratively with other District, Area and school administration, and community organizations to ensure successful inclusion of students with disabilities in schools and in the community.
10. Oversees the implementation of the District Inclusion Plan and other Board approved District plans and procedures related to students with disabilities and gifted students.
11. Assists in the preparation of Board agenda items and attends Board meetings, as scheduled and requested.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/07
Salary Level: 9
Salary Range: \$93,840 - \$117,573
Employee Unit: S
Responsible to: Director, ESE

Capable of lifting/carrying 20 lbs.; some physical activity required.