



# DIRECTOR – PROGRAM SUPPORT (ESE)

## SUMMARY/SCOPE/GOAL

To assist the Assistant Superintendent for Exceptional Student Education and Student Services in the area of exceptional student education eligibility and program management.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's Degree from an accredited educational institution and certification in an area of Exceptional Student Education.
- Minimum of three (3) years successful teaching experience with exceptional children.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida.
- Valid State Driver's License.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Coordinate the curriculum for all ESE programs and adult education for the disabled.
2. Supervise exceptional education curriculum development.
3. Serve as division representative on various committees as assigned by the assistant superintendent.
4. Coordinate input from exceptional education for district documents.
5. Coordinate exceptional specifications for new and renovated schools.
6. Work with community agencies providing services to exceptional education students.
7. Assist in recruiting and selecting certified personnel and assist in the evaluation of such personnel.
8. Review qualifications of personnel recommended for exceptional student education instruction assignments.
9. Supervise departmental personnel in eligibility and special project assignments.
10. Develop and implement projects, (i.e., Individuals with Disabilities Education Act (IDEA), Chapter I, Pre- Kindergarten Handicapped and Severely Emotionally Handicapped Network projects).
11. Coordinate the policy issues related to the implementation of the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act (ADA).
12. Coordinate exceptional education summer school and workshops.
13. Travel from one building to another and to various schools.

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### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Operational knowledge regarding eligibility and programming for all ESE programs. Knowledge of federal, state and county legislation and guidelines concerning Exceptional Student Education (ESE). Knowledge of school and District finances. Ability to communicate effectively with the public, all levels of school District personnel and parents. Ability to maintain effective working relationship with other employees; ability to travel to various sites. Ability to maintain strict confidence is paramount.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(S) SEDENTARY WORK**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### **TRAVEL:**

Travel between sites often. Travel out of county occasionally.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	Student Services	<b>DEPARTMENT:</b>	ESE Program Support
<b>TITLE CODE:</b>	D0232	<b>CONTENT BY:</b>	Assistant Superintendent – Student Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	6/22/2021	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/01/2001	Initial Release	Compensation Services
2.0	03/11/2013	REVISED	Compensation Services
2.1	12/01/2020	New Format	Ellie Kelly – Human Resources
2.2	12/7/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*