

PITT COUNTY SCHOOLS

Position Description

Position Title: Director of Exceptional Children's Program

Reports To: Chief Academic Officer/Assistant Superintendent of Academic Services

Supervises:

Assigned EC Coordinators, Program Specialists, Hospital/Homebound Teachers, Alpha Education Coordinator, Support Staff, School Psychologists, Teachers, and Physical and Occupational Therapists, consistent with the district organizational structure.

Knowledge, Skills, Abilities Required:

The candidate must demonstrate knowledge of Federal and State regulations governing Exceptional Children's programs, supervisory skills and administrative practices, child growth and development, and the characteristics and needs of students with disabilities. Knowledge of curriculum development, instructional strategies, and budgetary principles is also required. Strong communication, problem-solving, and relationship-building skills are essential for working effectively with families, school staff, and community partners.

Education/Training:

The candidate must have a master's degree in special education or a related field, at least five years of experience working with students with disabilities, and at least three years of administrative experience. Supervisory expertise and certification in Supervision and Program Administration are required. The candidate must hold both a North Carolina teaching license and a school administrator license.

Term of Employment:

12 months

Major Job Function:

The Director of Exceptional Children provides district-level leadership, supervision, and administrative oversight for the implementation of programs and related services for students with disabilities. This position ensures compliance with local, state, and federal requirements while promoting high quality instructional programming, appropriate supports, and equitable access to services.

Compensation:

Commensurate with experience and educational level

Major Responsibilities and Duties:

- Plan with principals the establishment of the most effective program for their school within the framework of budget restraints and in keeping with the law.
- Fill positions for psychologists, hospital/homebound, OT/PT, speech, and hearing impaired.
- Prepare and manage local, state, and federal budgets and expenditure of funds allocated for the Exceptional Children's Programs.
- Serve as the school system's representative in all legal matters concerning exceptional children.
- Complete all required reports necessary in administration of programming.
- Plan and develop a process to ensure that the referral, screening, evaluation, and placement of exceptional children is in full compliance with all laws and regulations governing the program.
- Plan a program of personnel development for staff in the Exceptional Children's Program.
- Organize and plan an appropriate continuum of services, and work with principals to ensure that appropriate facilities are provided.
- Attend necessary conferences to acquire appropriate levels of information to implement programming.
- Ensure compliance with federal and state guidelines as stated in Procedures Governing Programs for Children with Disabilities.
- Write, monitor, and evaluate federal projects yearly.
- Develop and manage a long-range plan for the provision of special education and related services that is both cost-effective and educationally sound.
- Coordinate data management.
- Perform such other duties as may be assigned by the Assistant Superintendent of Educational Programs and Services and/or Superintendent

Evaluated by: Chief Academic Officer/Assistant Superintendent of Academic Services