

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**JOB DESCRIPTION**

POSITION TITLE:	Director, Special Education Operations
CONTRACT YEAR:	Twelve Months
PAY GRADE:	30
BARGAINING UNIT:	ESMAB

QUALIFICATIONS:**EDUCATION:**

An earned master's degree from an accredited institution; eligible for or possess Florida certification as a school psychologist and/or certification in an area of exceptional student education.

EXPERIENCE:

Minimum of seven (7) years within the last twelve (12) years of progressively more responsible experience in school-based and/or district office administrative position.

**ADDITIONAL
REQUIREMENTS:****REQUIRED:**

Demonstrated knowledge in curriculum, supervision and instruction and demonstrated success in leadership. Experience in managing school/department and/or grant budgets. Excellent oral and written communication skills. Computer skills as required for the position.

PREFERRED:

Grant writing and grant management preferred. Bilingual skills preferred.

REPORTS TO:

Executive Director, Special Education & Support

SUPERVISES:

Staff as assigned

POSITION GOAL:

To provide leadership and direction for the Special Education Operations Department to ensure effective implementation and compliance of programs and clinical and related services provided to students and schools in support of the District's Strategic Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Special Education Operations shall:

1. establish and maintain policies and procedures which ensure compliance with federal and state mandates and School Board policies, including adherence and fulfillment of procedural safeguards for students and parents.
2. utilize appropriate professional assistance to maintain the quality and quantity of special education programs, related services and support to meet student needs.
3. support the academic, social, and interpersonal student development through results-driven professional development, providing appropriate clinical and related services, and compliance monitoring of all programs and services.
4. provide direction for the development of assessment systems to ensure accountability for the progress of students serviced within 504, special education, SEDNET and other assigned areas.
5. collaborate with all District Advisory Councils to identify and address systemic issues related to assigned departments.
6. collaborate with community organizations to provide and enhance services for all students in support of the District's Strategic Plan.
7. collaborate with other departments within the District to ensure an integrated approach enhancing the assistance and support to students and schools within the assigned areas.
8. ensure department/division priorities and projects assist in achieving the District's Strategic Plan.
9. develop and monitor the implementation of student support systems which promote informed family participation.
10. provide oversight for the evaluation and selection of instructional materials and equipment for programs in all assigned departments.
11. provide input at the federal and state level to influence the development and impact of legislation and procedures which reflect the School Board's priorities related to assigned departments.
12. participate in the development of school-based funding systems for the purpose of ensuring appropriate support of programs and services.
13. develop and implement systems to collect and use relevant data for planning, policies, procedures, contracts, and programs for students within the assigned departments.
14. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
15. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
16. review current developments, literature and technical sources of information related to job responsibility.
17. ensure adherence to good safety procedures.
18. follow Federal and State laws, as well as School Board policies.
19. perform other duties as assigned by the Executive Director, Special Education & Support or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently works with the Executive Director of the Division, District management at all levels, Office of General Counsel, school personnel, District Advisory Boards, the community, outside agencies/vendors, students and families to collaborate, support and implement district and department initiatives, programs, services and compliance monitoring.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Director, Special Education Support Operations
Point Range: 1095 – 1154

Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (Cont.)

Director, Special Education and Support Operations

Point Range: 1095 – 1154

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D/2	C/4	D	D	D