



DIRECTOR – ADMINISTRATIVE SUPPORT SERVICES

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 and certification in an area of Exceptional Student Education.
- Minimum of three (3) years teaching experience.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified in Educational Leadership, Administration and Supervision or Administration by the state of Florida.
- Valid Florida 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. Supervise and provide guidance in exceptional student education records management.
2. Assume responsibility for scheduling hearing officers, data collection and physical arrangements for impartial hearings under due process for exceptional student education.
3. Prepare expulsion items for School Board agenda.
4. Assist in the evaluation of personnel.
5. Coordinate homebound/hospital program.
6. Provide official communication to parents when needed.
7. Monitor recommendations of staffing committees for compliance.
8. Be knowledgeable of changes in School Board regulations and state board rule changes which affect eligibility of exceptional education students and be responsible for communicating these changes to appropriate school personnel.
9. Supervise Exceptional Student Education (ESE) teachers in hospital settings.
10. Provide consultant services to school level staff which directly relate to the eligibility and placement processes.
11. Be knowledgeable of all educational alternatives which may be available within the school system.
12. Work with other agencies providing services to exceptional students.
13. Provide monitoring and data requirements for implementation of the Rehabilitative Act of 1973, Section 504, and Americans with Disability Act (ADA).
14. Serve as department representative on various community and other governmental agencies as assigned by the assistant superintendent for exceptional student education and student services.
15. Supervise department personnel in eligibility and special projects assignments.

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16. Work with other departments in planning, implementing, and coordinating instructional programs and procedures involving exceptional education.
17. Help to provide information and promote positive rapport with the school community.
18. Coordinate monthly articulation meetings between Devereux Children's Center and the school District.
19. Act as principal for the cost centers, CPC Palm Bay Hospital, Infants' and Toddlers', and the Hospital/Homebound Programs.
20. Verify Federal Impact Aid forms for exceptional students.
21. Co-chair monthly staff meetings of lead teachers.
22. Travel from one job site to another.

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:

Organizational and leadership skills; demonstrated oral and communication skills; understanding of state statutes and eligibility requirements related to exceptional student and procedural safeguards afforded students/parents; knowledge of Rules of Discipline for exceptional students; understanding of Florida Education Finance Program (FEFP) funding; understanding of needs of exceptional students and ability to monitor date for compliance and accuracy.

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 (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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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.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	ESE Program Support
TITLE CODE:	D0291	CONTENT BY:	<u>Student Services</u>
GRADE:	<u>29</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	NB	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u>submitted 6/22/2021</u>	CLASSIFICATION:	<u>Beth Thevy, Ed.D.</u>

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/12/01	Initial Release	Student Services
1.1	12/01/2020	Revised: New Format	Ellie Kelly – Human Resources
<u>2.0</u>	<u>6/22/2021</u>	<u>Updated grade to 29</u>	<u>Beth Thevy, Ed.D.</u>

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.