POSITION TITLE: Executive Director, Exceptional Student Learning Support

JOB CODE: E-019
CLASSIFICATION: Exempt
SALARY BAND: E
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:
To provide leadership in the ongoing development and delivery of a personalized, integrated, culturally sensitive support system for students and their families which results in improved student achievement and personal growth.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Executive Director, Exceptional Student Learning Support shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Provide leadership for the design and implementation of student support delivery systems which focus on student achievement and personal growth.
- Ensure that the specialized expertise of the Exceptional Student Learning Support Division, is utilized in a manner which supports integrated student support services at the district and school level.
- Collaborate with agencies and organizations in the community which provide health and human services to students and their families in order to develop integrated and complementary systems of support.
- Design and implement a results-driven staff development program which reflects the priority for providing a personalized, integrated and culturally sensitive system of support for students and their families.
- Promote the development of revenue streams such as Medicaid, grants, and private-public partnerships to enhance the support services provided to students and their families.
- Provide direction to the Directors of Exceptional Student Learning Support in establishing the parameters for mediating due process complaints and making decisions related to due process hearings.
- Develop and monitor the implementation of student support systems which promote informed family participation.
- 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 and philosophy related to exceptional student education and student support services.
- Collaborate in the development and monitoring of the department’s budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities. Establish, monitor, and control the respective budgets based on educational needs.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate, in training programs offered to increase the individual skill and proficiency related to the job responsibilities.
- Review current developments, literature, and technical sources of information relevant to the job responsibility.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the Chief Academic Officer.
- Follow federal and state laws, as well as School Board policies.
MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned master's degree from an accredited institution.
- A minimum of ten (10) years within the last 12 (twelve) years of progressively more responsible work experience in the field related to the title of the position.
- Valid Florida Educational Leadership Certification or eligible for Certification in the following disciplines: Administration and Supervision, Exceptional Student Education, Elementary Education, Secondary Education or related discipline.
- Demonstrated expertise in the design, implementation, and evaluation of programs for exceptional students with disabilities.
- Effective interpersonal, analytical, and evaluation skills.
- Effective verbal and written communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- An earned doctorate degree from an accredited institution.
- Prior experience writing and managing grants.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently works with the Chief of Academics and Directors of Exceptional Student Learning Support (Pre-K/Elementary, Secondary, and Services). District leadership at all levels, Office of General Counsel, school personnel, District Advisory Boards, the Florida Department of Education, 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.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.