



EXECUTIVE DIRECTOR, PROGRAMS FOR EXCEPTIONAL CHILDREN

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Academic Officer, the position is responsible for managing the Office of Programs for Exceptional Children (OPEC), with a focus on developing creative approaches to ensure the success of all students, especially students with disabilities, while maintaining compliance with federal, state, and local mandates and regulations. Through implementing innovative strategies, the position oversees the continual growth of professional learning communities comprised of Special Education programs and related services staff in conjunction with staff from individual schools and other departments in the division as required, and provides leadership in the arena of specialized educational programming.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide guidance and leadership to all staff members in the Office of Programs for Exceptional regarding policy, procedures and direction of the administrative and instructional processes and programs related to students with disabilities.
- Supervise and evaluate daily activities of all staff members relative to assigned tasks.
- Reassign operational responsibilities of staff members as necessary to provide opportunities for cross training, growth, and advancement of process and program procedures.
- Engage all new staff members in effective induction procedures; facilitate continued professional development through ongoing training opportunities within OPEC and the division.
- Involve staff in continuous improvement through self-evaluation and goal setting.
- Interview and hire staff members; assist the Department of Human Resources with screening special education applicants, as needed.
- Provide oversight of professional development/in-service programs for school staff assigned the responsibility of handling the special education process in their buildings.
- Provide broad oversight for all matters of dispute resolution with the Virginia Department of Education and the Office for Civil Rights pertaining to students with disabilities.
- Ensure accurate and timely data are provided to the Virginia Department of Education's State Performance Plan for evaluating outcomes for students with disabilities.
- Develop and supervise the annual budgets for all areas within OPEC, to include administering procedures for receipt and expenditure of all funds in compliance with local, state, and federal regulations while maintaining fiscal integrity and a cost-savings approach.
- Coordinate budget requests with individual schools relative to instructional programs.
- Provide oversight of the allocation of special education staff throughout the division's schools during the school year in accordance with state standards and student need.
- Provide oversight of homebound teachers across the division.
- Interpret and share the impact of federal and state legislation and state regulations relative to the goals and responsibilities of a 21st century division focusing on student, parent, and community involvement in all efforts.
- Monitor compliance with School Board Policies and Regulations and provide input/comment as requested.
- Respond to concerns of parents, teachers, and administrators at both the building and central office levels.
- Work collaboratively with the Office of Research, Evaluation, and Assessment to monitor the Standards of Learning (SOL) testing, as applicable to students with disabilities.
- Respond to requests from the Chief Academic Officer to collect and organize facts and data for the preparation of reports as dictated by federal, state, and local requirements.
- Serve as liaison to and monitor interactions with staff of the Southeastern Cooperative Education Program (SECEP), private/parochial schools, and external agencies and providers of services to Virginia Beach students with disabilities.
- Refine, implement, monitor, and evaluate the Jails Education Program for individuals with disabilities in a Virginia Beach correctional facility, under the age of 22.
- Work collaboratively with the Special Education Advisory Committee (SEAC) to refine and enhance programs and services for students with disabilities.



- Oversee the Extended School Year (ESY) program.
- Prepare reports and information for the school board including the Special Education Annual Report and Application for Federal Funds.
- Provide, through ongoing assessment and data gathering and interpretation, creative approaches to continuous improvement of the OPEC operational functions in an effort to improve service to both internal and external constituents.
- Monitor the development and implementation of the special education process including referrals, evaluations, eligibilities, individualized education programs (IEP), and administrative and legal resolutions.
- Facilitate research into trends and best practices in order to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Attend and chair various division and regional committees.
- Coordinate writing and implementation of grant activities. Develop and monitor short- and long-term goals to support the school division strategic plan.
- Develop and administer assessments for evaluating program initiatives.
- Maintain membership and participate in professional organizations and activities relative to the advancement in the field.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to work collaboratively with the elementary, middle, and high school principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with the coordinators/principals of the schools; ability to interface with other departments to coordinate reciprocal services for achieving departmental goals; ability to keep current on all federal, state, and local mandates for special education services, and ensure the school division is in compliance. Must have exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school division's lead representative/contact person of programs for special needs students, effective management, supervisory, team building, and problem-solving skills.

EDUCATION AND EXPERIENCE

Required:

Master's Degree.

Postgraduate Professional license required with endorsements in Administration and Supervision Pre-K-12 and Special Education.

Significant experience as a teacher and administrator working with students with disabilities (ages 2 to 21 years inclusive).

Experience must include a minimum of 5 years direct development of IEPs and implementation through service delivery.

Five (5) years administrative/supervisory experience involving exceptional learner processes and instructional programming.

Preferred:

Doctorate Degree.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and driving.

Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 8/15, 4/18, 7/20
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