

Exceptional Children Program Director Central Office Administrator Job Description

Please note: This job description has not been adopted by the State Board of Education. It is a general description created using information obtained from program competencies outlined for Institutions of Higher Education program evaluation. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

POSITION: Exceptional Children Program Director

REPORTS TO: Superintendent or Designee

SUPERVISES: Instructional and/or Support Personnel

PURPOSE: The Director, Exceptional Children Programs, provides the leadership to the local educational agency programs for exceptional children's programs. The role includes the ability to motivate, influence, and shape individuals in order to assure continuous organizational development and improvement. Indicators of competency fall in the areas of leadership, planning and improving curriculum and instruction, policy and procedures, community relations, personnel practices, and fiscal management.

The Director, Exceptional Children Programs, is part of the local leadership team and works under the general supervision of the superintendent or designee. The director maintains a cooperative relationship with the principals, other school personnel, other related service agencies and parent. The overall responsibility of the director is to administer the exceptional children program with local, state and federal guidelines, rules, regulations and laws.

The following functions are included within the general job description for DIRECTOR as developed by the Department of Public Instruction and adopted by the State Board of Education and are included here only as a general framework for this type of position.

MAJOR FUNCTIONS:

PROGRAM MANAGEMENT

The Director provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs.

FISCAL MANAGEMENT

The Director assists/prepares budgets, coordinates with other department or agencies to assure maximum services, maintains records/reports/inventories in accordance with local/state/federal policies.

INFORMATION MANAGEMENT

The Director shares information about programs with various publics, serves as a liaison between the school system and other agencies and assists in the development of in-service staff development. The Director accomplishes personal growth objectives and demonstrates professional ethics.

PERSONNEL MANAGEMENT

The Director assists in selection and placement of personnel, delegates and supervises staff responsibilities and assists in evaluating staff.