Director of Exceptional Children Program-Continued collaboration and communication with the Assistant Superintendent of Instructional Support services to assist in the guidance and direction of the department and the alignment of other such endeavors in accordance with the RCS strategic plan as outlined below:

# Exceptional Children Program

Provide guidance and leadership to all staff members in the Office of Programs for Exceptional Children regarding policy, procedures and direction of the administrative and instructional processes and programs related to students with disabilities.

## EC Department Director Duties

1. Monitor implementation of EC practices staff members within the EC department.
2. Reassign operational responsibilities of staff members as necessary to provide opportunities for cross training, growth, and advancement of process and program procedures.
3. Engage all new staff members in effective induction procedures; facilitate continued professional development through ongoing training opportunities within the district or DPIs NC EC division.
4. Involve staff in continuous improvement through self-evaluation and goal setting as determined through the LEA Assessment.
5. Interview and hire staff members; assist the Department of Human Resources with screening special education applicants, as needed.
6. Facilitate and/or participate in all matters of dispute resolution with the NC Department of Public Instruction and the Office for Civil Rights pertaining to students with disabilities.
7. Develop and supervise the annual budgets for all areas within the department, 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.
8. 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.
9. Monitor compliance with School Board Policies and Regulations and provide input/comment as requested.
10. Respond to concerns of parents, teachers, and building and central office administrators.
11. Monitor the academic performance in all end of grade and end of course assessments of students with disabilities.
12. Prepare reports and information for the school board including the Special Education Annual Report and Application for Federal Funds such as the EC Grant due in May of each year.
13. Monitor the development and implementation of the special education process including referrals, evaluations, eligibilities, individualized education programs (IEP), and administrative and legal resolutions.
14. Facilitate research into trends and best practices in order to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
15. Attend and chair various division and regional committees.
16. Coordinate writing and implementation of grant activities.
17. Develop and monitor short- and long-term goals to support the school division strategic plan.
18. Develop and administer assessments for evaluating program initiatives.

# EC Leadership Team

Provide guidance and leadership to all staff members in the Office of Programs for Exceptional Children regarding policy, procedures and direction of the administrative and instructional processes and programs related to students with disabilities.

## Monitor EC Leadership Team and Directly Supervise these individuals

* + 1. Monitor and direct EC Leadership to fulfill duties to support the EC Department (Elementary/Middle Program Specialists and High School Program Specialists)
    2. Continue to attend and present at local and state meetings, presentations, professional development, conferences, etc. as it pertains to the EC Department,
    3. Continue to monitor and oversee the EC Budget,
    4. Collaborate with the ISS Department and the Leadership Team to ensure the communication regarding EC department and ISS functioning.
    5. Collaborate and work closely with the Executive Director of Behavioral Health, Crisis Intervention, and Student Safety

# Exceptional Children Teachers and Teacher Assistants

To train and work with all EC Teachers to ensure that specially designed instruction continues to successfully be implemented with fidelity.

## Specially Designed Instruction and Planning

* + 1. Continue to communicate with building staff development aligned with district strategic plan and LEA Self-Assessment;
    2. Create monitoring tools for specially designed instruction (observation of SDI Tool).
    3. Create auditing processes of specially designed instruction;
    4. Ensure that compliance processes are met and implemented;
    5. Provide coaching support and professional development opportunities for EC staff.
    6. Support principals in working with EC Staff and teachers.
    7. Ensure professional development is aligned with district strategic plan.

# Related Service Providers: Occupational Therapists, Physical Therapists, Speech Therapists, Language Facilitators, Adaptive Physical Education, and Outreach Assistants.

Monitor and supervisor the work of all related services providers to ensure access to services for students in the EC program as it relates to the following:

## Professional Development and Training

* + 1. Meet and collaborate with related service providers to ensure that professional development and monthly meetings are planned and organized to maximize their learning opportunities;
    2. Meet and collaborate with related service staff as to the relevance of any professional development as it relates to the functions of their daily work;
    3. Attend and direct the related services meetings if needed (or delegate to program coordinator);
    4. Continue to communicate with principals regarding the regarding services provided by these individuals;
    5. Attend other state or local meetings or professional development opportunities that will enhance your base knowledge and skill when leading related service provider efforts.

## Scope of Work

* + 1. Collaborate with other EC Staff and ISS staff to ensure that clear communication and efforts are utilized in a such a manner as to provide wrap-around services;
    2. Work with related services providers to ensure that all they are implementing services aligned with student needs and IEP development,
    3. Work with related services providers to ensure they are incorporate SMART PDP goals/goals for their work;
    4. Ensure that related service providers understand their role in working with a dynamic and changing school system.

# 5. MTSS Implementation/SLD Eligibility

Monitor and supervisor the work of all related services providers to ensure access to services for students in the EC program as it relates to the following:

## MTSS District Level Team

## i. Continue to consult with the MTSS Coordinator, the Assistant Superintendent of Instructional Support Services and the Assistant Superintendent of Curriculum and Instruction;

## ii. Continue to take the be active member in the progress of the District Level MTSS Team as it works to oversee the implementation of MTSS for Rockingham County Schools;

## iii. Collaborate with the EC Department and the Leadership Team to ensure the smooth transition from the SSMT process to the MTSS framework of problem solving district-wide..

## Train school teams in SLD practices and eligibility.

## Continue to be an active member of the MTSS implementation team;

## Oversee EC Department representatives;

## Collaborate with C&I department on Co-teaching practices and also NCSIP to build capacity for additional instructional opportunities for staff;

## Support Tier 3 process by creating infrastructure for SLD Eligibility;

## Continue to work with your team to ensure they have full command of the documents housed in the DATA MART and can assist others in documentation completion in the MTSS framework of problem-solving; and

## Communicate to the EC Department any pertinent information needed for the EC Department to work with schools as it pertains to student referrals and the identifying students as students in needs of special education services minus the discrepancy model.

# 6. ISS Leadership Team

Maintain an active role as a member of the ISS Leadership Team.

## ISS Leadership Role

* + 1. Communicate directly with the Assistant Superintendent by attending Core Leadership weekly meetings;
    2. If requested, assist in any and all district level presentations or professional development for Central Office or School-Based Administrators;
    3. Collaborate with the Assistant Superintendent for future processes, protocols, etc. of the changes in direction of the department;
    4. Collaborate with the Executive Director of Behavioral Health, Crisis Intervention, and Student Safety as it relates to EC needs, Day Treatment, and Behavioral Process, Procedures, and Behavior Specialists