

**Kansas City, MO School District**  
**Director of Exceptional Education 787 (Director of Exceptional Education 787)**

**JOB POSTING**

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**Job Details**

*Posting ID*      **Director of Exceptional Education 787**

*Title*              **Director of Exceptional Education 787**

*Description*    KANSAS CITY PUBLIC SCHOOLS  
Job Description

**Job Title:**            Director of Exceptional Education

**Department:**        School Leadership

**Job Title Code:**    00787

**Salary Grade:**      B66A \$77,800 - \$121,364

**Reports To:**         Deputy Superintendent

**FLSA Status:**        Exempt

**Date Prepared:**    April 1999                      **Revised:**    January 2015 Reviewed 3/2020

**PURPOSE OF JOB:** To be responsible for the successful planning, supervision, operation and evaluation of all functions of the Exceptional Education Department of the Kansas City Public Schools (KCPS).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following.

1. Administer the operations of the Exceptional Education Department of the Kansas City Public Schools.
2. Plan, implement, coordinate and evaluate all Exceptional Education Programs in the KCPS. Monitor the overall success of the Exceptional Education students.
3. Assure compliance with all federal and state laws requiring the education of Exceptional Education students.
4. Plan, implement, coordinate and evaluate all curriculum and instructional programs for the thirteen categories of Exceptional Education.
5. Plan, implement, coordinate and evaluate all curriculum and instruction for the Gifted/Talented Education Program in the District.
6. Supervise Special Education, Student Records and the KCPS Psychological Services Testing for Special Education.
7. Coordinate the evaluation, diagnosis and placement of all children referred to Exceptional Education and identify the most appropriate educational services.
8. Collaborate and coordinate with the instructional division to assure the delivery of appropriate services to Exceptional Education students residing in the KCPS.
9. Maintain all Operations and Compliance for the KCPS Exceptional Education Department. Prepare an annual Exceptional Education Compliance Report for the Department of Elementary and Secondary Education, Division of Special Education.
10. Provide ongoing staff development to Exceptional Education staff, regular education teachers, principals and parents regarding the Individuals with Disabilities Education Act (IDEA) and KCPS compliance with IDEA.
11. Communicate with and prepare written responses to DESE, Division of Special Education regarding any child complaints made against KCPS.
12. Resolve to DESE's satisfaction any child complaint made against KCPS.
13. Serve as Chairperson and Collaborate with DESE, Parents and Attorneys on any Due Process Hearings and litigation against KCPS.
14. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Yes

**REQUIRED QUALIFICATIONS:**

- Master's degree in Special Education and/or related field.
- Hold or be eligible for Missouri Certification in Special Education.
- Hold or be eligible for Missouri Administrative Certification in Special Education.
- Three (3) years supervisory experience at Central Office level.
- Minimum of five (5) years teaching experience.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires that the employee be able to: sit, stand, walk, speak, hear, use hands, fingers, reach with hands and fingers; bend, stoop, lift objects of at least ten pounds. Job requires the employee occasionally to stoop, kneel, crouch or crawl. Visual ability requires mono and color vision, close vision, distance vision, depth perception and ability to adjust focus.

## TERMS OF EMPLOYMENT:

Length of work year: 12 months (7.5 hours per day/5 days per week)

Benefits: Health and Dental Insurance are provided.  
 KCPS Defined Benefit Pension plan - mandatory 9% contribution is required from employee and matched by KCPS; Voluntary retirement savings plans are also available.

### Budget Holder:

----- **Title** ----- **Date** -----

### Human Resources:

----- **Title** ----- **Date** -----

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$77,800.00 to \$121,364.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Classified</b>
<i>External Job Application</i>	<b>Classified</b>	<i>Internal Job Application</i>	<b>Classified</b>
<i>Location</i>	<b>Board of Education</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

### Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>04/02/2020</b>
<i>Internal End Date</i>	<i>General End Date</i>	

### Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

### Alternate Job Contact

<i>Name</i>	<i>Title</i>	<b>Human Resources</b>
<i>Location</i>	<i>Phone</i>	<b>816-418-7700</b>
<i>Email</i>		

### References

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Certified Reference Check</b>
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