

The Exceptional Student Services Manager is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Exceptional Student Services Manager works collaboratively with Directors, Certified Coordinators, Psychologists, Teachers and other service providers and employees in the areas of Exceptional Student Services, Curriculum & Assessment, School Effectiveness, and Information Technology as well as other district administrators and coordinators in supporting school and student success. The Exceptional Student Services Manager serves as the program area lead and serves as a key resource person for the implementation of programs assigned to their specific area.

**Chain of Command**

The Exceptional Student Services manager reports to the Director of Exceptional Student Services.

**Competencies of the Exceptional Student Services Manager**

The Exceptional Student Services Manager shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

## Essential Duties of the Exceptional Student Services Manager

- Assists the Director with the oversight of all departmental operations related to hiring personnel, staffing, budgeting, grant development, state/federal reporting, evaluation of certified and licensed staff, program evaluation, special projects and other duties as assigned.
- Collaborates with District personnel, school administrative team, and staff to support delivery of instructional services and supports for students with disabilities and to ensure alignment to grade level curriculum.
- Facilitates trainings regarding IDEA related components (IEP, Evaluation, Manifestation Determination) and other trainings related to the mission of the department.
- Assists the Director in leading the development and implementation of district policies and procedures related to programs for students with disabilities.
- Conducts audits of IDEA related documents (evaluation, IEP, BSP) and provide trainings to ensure quality and compliance with Federal, State & district policies, procedures and laws and appropriate implementation of IEPs .
- Trains administrators, teachers and staff on Federal and state laws, board policy and district procedures related to students with disabilities and conducts trainings with administrators, teachers and staff on implementation at the district and school level.
- Facilitates and/or supports IDEA related meetings, mediation meetings and hearings.
- Collaborates with district and school staff related to state assessment (AzMERIT, Alternate Assessment) for training and implementation purposes and assists in the analysis and utilization of assessment data to improve student achievement.
- Leads in the preparation and monitoring of staff allocations, candidate screening, collaborates with the interviewing and hiring of qualified staff.
- Assists the Director with the overall evaluation of the department's programs and services, and supervises and evaluates staff as assigned.
- Works with district and school teams to coordinate and/or lead district and department projects and committees.

### Minimum Qualifications

Masters/Doctoral level degree in special education or related discipline and teaching experience required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Preferred Qualifications

Valid Arizona Teacher Certificate in Special Education  
Experience and demonstrated success as a district and/or school leader

### Date Revised

9-23-19