



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EXCEPTIONAL CHILDREN CONSULTANT

Job Number: 20001090

Job Code: 53040V231016

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 10/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general direction, provides consultative services and technical assistance on educational programming for students with disabilities, as defined by the Individuals with Disabilities Education Act (IDEA) and implementing regulation (707 KAR 1:002), to local school district personnel, other state and local agencies, and parents/guardians of students; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of professional experience in the field of education.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have full certification in special education or exceptional children education. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Monitors local school districts to ensure the districts are meeting the requirements of the IDEA. Reviews and investigates allegations that a local school district has violated a requirement of state or federal special education law. Manages local school districts' implementation of corrective action plans (CAPs) and ensures the CAPs close within the required timelines. Interprets, applies, and enforces state and federal laws, rules, and regulations and policies relating to exceptional children's programs. Conducts workshops and provides in-service training for regular/special education teachers, related agencies, administrators and parents. Provides direction related to the implementation of the goals related to K.E.R.A., federal and state requirements and serves in a monitoring capacity to ensure proper interpretation and application of standards, regulations, and policies. Gathers, compiles, and maintains records and reports on district evaluations on programs for exceptional children; correspondence, annual reports, travel reports and related material. Participates in meetings and speaking engagements with professional and lay groups concerning programs for children with disabilities. Technical assistance may include, but is not limited to the following material areas: providing assistance regarding the development of Individual Education Programs (IEPs); the work of the Admissions and Release Committees (ARCs); ensuring that the provisions of a Free, Appropriate Public Education (FAPE) are being met; ensuring that students with disabilities are placed in the Least Restrictive Environment (LRE); evaluation methods for determining annual, measurable student progress towards established goals; support and guidance for parents; teacher participation and training; resource allocation; and procedural safeguards to protect the rights of students.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.