

JOB DESCRIPTION

Position Title: Director of Special Education
Category: Unclassified/Administrative
Last Revised: October 2017

POSITION TITLE: DIRECTOR OF SPECIAL EDUCATION

Reports To: Superintendent of Schools

Qualifications: Certification as a School District Administrator/Leader and five years experience as a special education teacher, counselor, or psychologist. If not certified as a special education teacher, the incumbent must have prior experience working with students with disabilities.

Job Scope: Coordinate and Administer the District Wide Students With Disabilities Program.

Supervises: Special Education Teachers K-12,
Speech Therapists,
School Psychologists,
Teaching Assistants and Teacher Aides for Special Education
Secretary to Director of Special Education.

Terms of Employment: The full-time position of Director of Special Education is a twelve (12) month position; the salary and work year shall be accordance with the APW Administrators Association Contract.

Evaluation: The Director of Special Education shall be evaluated, in writing, annually by the Superintendent of Schools.

Performance Responsibilities:

- 1) Coordinate and Insure timely and appropriate evaluation and placement of students referred to the committee on Special Education and Committee on Preschool Special Education for possible or diagnosed educational disabilities; serving as representative for the district with BOCES, SED, other agencies, parents and community.
- 2) Chairs, or delegates a person to chair, the Committee on Special Education and Committee on Preschool Special Education.
- 3) Acts as liaison with the State Education Department or other state or federal agencies and insures the district is in compliance with applicable program and reporting requirements.
- 4) Responsible for implementation of appropriate curriculum and services for Students who possess an I.E.P. and/or a 504 plan.

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- 5) Work with the Assistant Superintendent for Curriculum and Instruction and Building Principals to help facilitate K-12 Special Education instructional programs.
- 6) Develop and administer entitlement grants relating to the education of students with disabilities and other financial sources for which the district is eligible.

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- 7) Disseminate information to faculty, staff and administration concerning regulations and policies surrounding special education.
- 8) Analyze all student data and provide reports to the Superintendent and Board of Education on program results on a regular basis.
- 9) Work with Assistant Superintendent for Curriculum and Instruction and Building Principals to provide academic support, training and resource development for staff in meeting all Federal and New York State standards.
- 10) Work directly with K-12 principals in support of their respective programs for special education students.
- 11) Facilitate the interview process for applicants under his/her supervision and recommend candidates for hire to the Superintendent of Schools.
- 12) Attend meetings, etc. that relate to areas of the Office of Special Education.
- 13) Is a member of the Administrative Cabinet and attends all meetings.
- 14) Attend Board of Education meetings at the request of the Superintendent of Schools.
- 15) Assist the Superintendent of Schools and the School Business Administrator with all financial matters related to the CSE program.
 - Assist in the preparation of the annual budget for students with disabilities.
 - Maintain necessary financial/budgeting work in support of the operation.
 - Provide accurate and timely documents for SED and Federal aid reports.
 - Serve as liaison with SED, local agencies, county and federal government on related financial matters.
 - Serve as liaison with BOCES on all program and financial matters for tuition based students.
- 16) Provide direct support/communication with all parents/guardians of IEP students.
 - Communicate all district decisions and necessary information to parents.
 - Serve as district liaison with area agencies (Vesid, Headstart, etc.)
 - Represent the district on BOCES/Regional/State committees

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- 17) Assist with all other administrative duties as assigned and deemed necessary by the Board of Education and the Superintendent of Schools.

Adoption Date: May 24, 2007
Amended: May 2014, October 2017