

DIRECTOR OF SPECIAL EDUCATION

PRIMARY FUNCTION

The Director of Special Education, under the direction of the Superintendent, will work across disciplines to facilitate cohesive systems that ensure access and equity for students with disabilities. Cross-disciplinary areas include Curriculum & Instruction; Student Support Services; Personnel; Labor Relations; as well as community groups and State agencies. The Director of Special Education provides oversight for activities related to the District's Local Plan, and performs duties as assigned.

SUPERVISOR

- Responsible to the Superintendent.

MAJOR RESPONSIBILITIES

Leadership

- Oversee and evaluate all special education staff and programs, including preschool programs.
- Oversee Gifted Support.
- Oversee Federal and State Programs and Grants.
- Attend and chair Individual Education Plan meetings as needed.
- Assist principals and administrators in the implementation of education code and information pertaining to special education programs.
- Monitor fully included students, educate staff regarding such students.
- Plan and organize District special education programs.
- Assist with supervision and evaluation of special education staff in conjunction with site principals.
- Serve as the District's 504 coordinator.
- Supports Special Education Leadership and staff, as well as, Site Administrators in the identification, design dissemination, implementation, and evaluation of inclusive and promising/best practices in common core curriculum and assessment, culturally, linguistically responsive pedagogy and positive behaviors.
- Provides administrative leadership for the Special Education programs, program development and procedures that support closing the achievement and access gaps in inclusive educational settings.
- Coordinates and communicates required state and other compliance reviews; ensures the submission of required reports.
- Conducts ongoing data collection and analysis to inform decisions regarding program development and evaluation.
- Experience and skill in motivating others and in developing professional capacity in others.

Communication

- Communicate and implement special education law and procedures to special education staff, as well as regular education staff.
- Serves as the liaison with PDE & BSE, and any other consultants and Technical Advisors (TA) to support data collection for assisting in developing a professional development plan.
- Participates in liaison activities and coordinates services with the Pennsylvania Department of Education (PDE) – Bureau of Special Education.

- Excellent interpersonal and communication skills, including the ability to develop and keep the trust and confidence of others; the ability to deal successfully with different personalities and styles.
- Attend all Board meetings.
- Demonstrated ability in assigning responsibility, delegating authority, insisting on personal and staff accountability, and recognizing exceptional performance.
- Assist and report to the Superintendent and the Board of Trustees in all aspects of special education.

Technical Support

- Knowledge of disabling conditions and qualifications of student's placement in special education programs.
- Monitor laws and regulations pertaining to special education and develop written policies and procedures to follow legal requirements.
- Supports supervisors and site staff in the analysis of educational benefit, alternative dispute resolution, mediation, and analysis of cases in the event of due process.
- Oversees compliance and self-review.
- Consults on discipline-suspensions/expulsions for students in Special Education.
- Coordinates and implements SBAP and MA reimbursement for services already being provided by the District Special Education service providers.
- Supervises the maintenance, operation and management of the District's Special Education information system.

Budget & Finance

- Knowledge of school finance, budgeting, and business operations, as they relate to the development and implementation of a special education department.
- The ability to manage the department's finances and resources in a responsible manner.

External Resources

- Attend CSIU and other workshops and keep current of all changes in Special Education law and Education Code relating to such
- Prepare applications, reports, and documents for submission to the Local, State and Federal Agencies. • Monitor laws and regulations pertaining to special education responsibilities and recommend required policies and procedures.
- Participate in special education programs with public and private organizations and agencies.
- Coordinate district special education services with local and state, public and private organizations and agencies.

SPECIAL KNOWLEDGE

- Knowledge of Pennsylvania Education Code
- Knowledge of effective staff development programs and strategies for their implementation
- Knowledge of school district organization and operation consistent with federal, state, and local laws.

SELECTION CRITERIA

- **Credential:**
 - Valid elementary or secondary special education teaching credential.
 - Administrative Services Credential.
- **Education:**
 - Bachelor's Degree; Master's Degree; Doctorate Degree (preferred) with an emphasis in Special Education.
- **Experience:**
 - A minimum of at least (3) years of successful teaching experience.

PHYSICAL REQUIREMENTS

- General office environment.
- Light Physical Effort
 - Normally located in a work environment with light physical qualifications and requirements.
 - Ability to lift 25 lbs. maximum or carry any object up to 15 lbs.

COMPENSATION

- Administrative salary schedule and benefits to be established by the Board of School Directors in accordance with Act 93 Agreement.
- Twelve (12) month year