

TUCKAHOE UNION FREE SCHOOL DISTRICT

Job Description

DIRECTOR OF SPECIAL EDUCATION

Reports To: Superintendent of Schools or designee

General Description: The Director of Special Education will be responsible to the Superintendent. The Director will be responsible for all pupil personnel activities in the District. These include responsibility for planning, budgeting, and coordinating activities related to the guidance, special education, 504, remedial and certain personnel programs.

The duties of the Director Special Education shall be to:

A. GENERAL

1. Assist the Superintendent in the exercise of line authority in meeting the goals and objectives of the Board of Education.
2. Function as the Title I Grant Coordinator for the school system, keeping informed of all state and federal opportunities for special funding and assume responsibility for leading and supervising all activities related thereto.
3. Maintain all Special Education records and submit all reports to state and federal agencies as they relate to Special Education and Pupil Personnel Services areas.
4. Assume responsibility for the implementation and monitoring of the guidance program, speech, occupational and physical therapy, and related services.
5. Assist in budget preparation and presentation for Pupil Personnel Services with appropriate staff and monitor the approved budgets.
6. Interpret the goals and objectives of the Pupil Personnel Services Program to the community, the professional staff, and the pupils.
7. Assist the Assistant Superintendent in professional development by coordinating the school district's staff development projects in regards to special education.
8. Ensure the development and implementation for the research, planning and evaluation functions.
9. Chair CSE meetings and perform the duties of a psychologist as needed.
10. Coordinate with outside agencies such as The College Board and ACT regarding testing accommodations for district students.

11. Coordinate transition services for district students.
12. Ensure that STACs are filed for all students qualifying for excess cost aid or reimbursement for summer programs.
13. Ensure that Medicaid is filed on behalf of eligible students.
14. Supervise and coordinate home instruction for homebound or hospitalized students.
15. Attend Board of Education meetings and prepare reports as required.
16. Orient new staff regarding special education programs.
17. Refer, coordinate, and monitor special education programs for students placed out of district.
18. Work with the Superintendent to implement a viable system of parent involvement and community relationships.
19. Serve as district-wide 504 coordinator.
20. Maintain a permanent inventory of equipment purchased for special education.
21. Establish procedures for requisitioning, ordering, and paying for special education equipment and supplies.
22. Approve all supplies, materials and texts used by special education personnel.
23. Make recommendations on design, furnishing, equipment and location of new special education facilities.
24. Prepare for special education administrative reviews, mediations and due process hearings.
25. Assume responsibility for own professional growth and development for keeping current with the literature, new research findings and improved techniques, and for attending appropriate professional meetings and conventions.
26. Perform other related duties other than those herein listed, as may be assigned by the Superintendent.

B. INSTRUCTION

1. Direct, organize, supervise, assess, improve, and develop special services and the Special Education curriculum, instructional practices, and learning resources.
2. Supervise and coordinate the pupil personnel component of the school district, ensuring that the educational needs of students are met and all compliance issues as related thereto are addressed.
3. Direct the identification, diagnosis, planning, placement, programming, evaluation, and transportation of pupils with exceptional needs, including placements outside the school district, and keep the Director of Finance and Facilities informed of outside placements.

4. Coordinate articulation between regular education and special education staff regarding inclusion and consultant teacher services.

C. ORGANIZATION AND ADMINISTRATION

1. Monitor the Instructional Support Team process to assure that the compliance criteria are satisfied.
2. Implement all programs and policies of the Board of Education.
3. Assist the Superintendent in the overall administration of the school district.

D. PERSONNEL

1. Supervise Special Education and Pupil Services personnel and other district personnel at the direction of the Superintendent or Assistant Superintendent.
2. Recruit, select, recommend for hire, and assign special education staff, related services personnel, and paraprofessionals to schools and programs within the district.
3. Contribute to the summative evaluations of special education staff as required.