



Port Chester-Rye Union Free School District

113 Bowman Avenue
Port Chester, New York 10573
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www.portchesterschools.org

Dr. Edward A. Kliszus
Superintendent of Schools

POSTING

DATE: January 10, 2019
FROM: Edward A. Kliszus, Ph.D., Superintendent
TO: Instructional Staff
RE: Anticipated Opening

Title: **Instructional Support Services - CPSE/CSE Chairperson**
Qualifications: New York State Certification as a Special Education Teacher, School Psychologist or Social Worker
Three years of experience as a CPSE/CSE Chairperson
Verse in Federal and State Law, guidelines, and regulations governing Special Education
Strong knowledge of reading development and evaluations of culturally and linguistically diverse English Language Learners
Bilingual (English - Spanish) applicants encouraged to apply
Work Year: Ten-month, plus 20 days during July and August
Compensation: Salary as per the Port Chester -Rye Teachers' Association contract and commensurate with experience
Description:

- a) Chairs the Committee on Preschool Special Education and the Committee on Special Education.
- b) Displays excellent communication and interpersonal skills (oral, written and digital).
- c) Conducts students' observations regularly.
- d) Ensures that all required functions, practices, and procedures of the CPSE/CSE including referrals, recommendations to the Board of Education, placements, programming and funding are in alignment with the required NYSED timelines and CPSE county guidelines
- e) Facilitates special education data collection, confirms data accuracy for district, federal, and state reporting.
- f) Supports special education staff in the monitoring of student behavior, the development of functional behavior assessments and behavior intervention plans.
- g) Keeps current with federal and state regulations in regard to Special Education
- h) Supports professional development and collaboration among preschool/school teachers, support staff, parents and administrators.
- i) Maintains effective time management skills and dependability in carrying out assigned responsibilities.
- j) Attends and/or facilitates meetings as necessary to support the proper implementation of IEPs.
- k) Completes other tasks as assigned by the Director of Special Education.

This position reports directly to the Director of Special Education.

Candidates must possess the ability to communicate effectively with parents, students, and other constituent groups. Send letters of application to Dr. Edward A. Kliszus by **Thursday, January 17, 2019**. If using e-mail, please send a copy to cmaggi@pcrufsd.org. EOE

S. Clohessy	T. Memoli	Board of Education	C. Carroll	F. Orozco
J. Ryan	J. Durney	High School	King Street	Edison
Middle School	Park Avenue	Kennedy	P. Swift	L. DeChiara
D. Martin	emailed to all Staff	General Public		