



Port Chester-Rye Union Free School District

113 Bowman Avenue
Port Chester, New York 10573
914.934.7900

www.portchesterschools.org

Dr. Edward A. Kliszus
Superintendent of Schools

POSTING

DATE: March 8, 2019
FROM: Edward A. Kliszus, Ph.D., Superintendent
TO: All Instructional Staff
RE: Anticipated Openings

It is anticipated that the following position will be available for the 2018-2019 school year

Position: Supervisor of Special Education
Certification Required: New York State SDA or SDL; bilingual preferred
Anticipated start date: March 18, 2019
This position reports directly to the Director of Special Education

Duties include but are not limited to:

- Serve as a Chairperson of the CPSE, CSE and 504 meetings
- Responsible for the administration of the pre-school STAC process
- Collaboration with Westchester County to ensure compliance with all CPSE mandates and processes
- Direct supervision of pre-school special education programs and services
- Assist Director with the completion of state reporting including PD & VR reports
- Provide supervision and ensure district-wide compliance with all special education and Section 504 federal and state mandates
- Review, evaluate and make recommendations for all special education programs to ensure effectiveness and best-practice implementation
- Resolve special education issues and disputes
- Collaborate with Principals, Directors, Faculty and Staff to enhance special education programs, curriculum and services
- Conduct formal and informal observations of faculty and staff
- Collaborate in the creation and delivery of professional development opportunities in special education in compliance with federal and state requirements
- Conduct and facilitate special education team meetings
- Participate in the interview & hiring process for special education staff members
- Utilize data to analyze, interpret and plan for special education instruction
- Supervise all Sub-CSE Chairs and special education staff
- Other duties as assigned by the Director of Special Education and Superintendent/designee

Complete OLAS application and email vitae and copy of certifications to Dr. Edward A. Kliszus at ekliszus@pcrufsd.org by March 14, 2019 with a cc to cmaggi@pcrufsd.org. EOE

S. Clohessy
J. Ryan
Middle School
D. Martin

T. Memoli
J. Durney
Park Avenue
B. Pankow

Board of Education
High School
Kennedy
emailed to all Staff

General Public
King Street
P. Swift

C. Carroll
Edison
L. DeChiara