**Cooperstown Central School District**

**Job Description**

**Job Title:** Director of Special Education

**Reports to:** Superintendent of Schools

**Job Goal:**

To provide leadership and direction in all aspects of Special Education at CCSD, including Chairperson duties for Committee on Special Education, supervision, and evaluation of staff (*including school psychologist, speech/language teachers, occupational therapist, physical therapist, I.E.P. Aides*).

**Major Responsibilities and Functions:**

1. Curriculum and Instruction

* Assist in the preparation and implementation of school policies, laws and regulations related to special education and other areas of Pupil Personnel Services.
* Recommend policies and programs essential to the needs of children with disabilities.
* Provide leadership in establishing new programs and developing improved understanding of existing programs.
* Encourage integration of special education and general education.
* Collaborate with principals on elementary and secondary transition planning requirements for students with disabilities.
* Verify special education student data and student data reporting through SIRS and SED PD System.

1. Personnel and Staff Development

* Assist in recruitment, selection, recommendations of Pupil Personnel staff and I.E.P. aides.
* Prepare the District Plan for special education every two years.
* Serve as liaison between District and federal/state/local agencies.
* Provide opportunities for staff development.
* Hire appropriate consultants for professional development in areas such as co-teaching and RtI as needed.

1. Supervisory Responsibilities

* Supervise Chairpersons of Committee on Special Education, CSE Subcommittees and Committee on Pre-school Special Education.
* Supervise District 504 needs.
* Observe and evaluate all special education staff.
* Establish procedures for RTI Interventions, referral, evaluation and placement of students with disabilities.
* Communicate regularly with special education Department Chair.
* Manage all potential special education litigation and apprise the Superintendent of the status of all pending legal issues.
* Continually evaluate the total special education program, curriculum, procedures and individual student’s needs and achievements.
* Develop and maintain confidential records of children receiving special education services.
* Maintain attendance figures for the District.
* Maintain special education enrollment figures for the District.
* Function as lead Chairperson for CSE, CPSE and 504. Identify and train back-up chairperson(s) for CSE, CPSE and 504.

1. Business and Budget

* Prepare, in collaboration with Principals, and recommend to the Superintendent preliminary budget for all areas of Special Education.
* Monitor and report on budgetary expenditures during the school year.
* Reconcile budget allocations with the Business Office on a regular basis and maintain contracted agency and student tuition budget costs.
* Coordinate with the Business Office student placements and billing for services.
* Submit information to State Education Department for reimbursement for high cost and private placements.
* Manage Medicaid information and submit to State Education Department for reimbursement.
* Assume responsibility for compiling, maintaining and filing reports, records and other required documents.
* Write and monitor special education grants.
* Approve all supplies, materials and texts used by Pupil Personnel Staff.

1. Professional Development

* Assume responsibility for professional growth and development for keeping current with the literature, new research findings, and improved techniques and for attending appropriate professional meetings.
* Maintain professional affiliations in organizations.

1. School and Community Relations

* Work cooperatively with Cooperstown CSD PTA.
* Serve as committee member and/or liaison to outside agencies.
* Facilitate parent meetings at transition points: kindergarten, middle school and high school.
* Provide annual training for CSE/CPSE members.

**Qualifications for Position:**

1. Education and/or Experience

*Required:*

* Minimum – Master’s Degree in Education
* Teaching experience or position in Pupil Personnel Area

*Preferred:*

* Successful administration/supervision experience

1. Certification (NYSED)

* Teacher Certification in Special Education or Pupil Personnel area.
* SBL/SDL – School Building Leader/School District Leader
* SDA – School District Administrator