

**BROADALBIN-PERTH CENTRAL SCHOOL
POSITION DESCRIPTION**

Position Title: Director of Special Programs/ CPSE-CSE Chairperson

Reports To: Superintendent

Prepared by: Superintendent of Schools

Date: August, 2010

Summary:

The Director of Special Programs/ CPSE-CSE Chairperson will work in conjunction with the Superintendent to oversee the implementation of the district's special education programs and support services in compliance with State and Federal special education regulations. The director will also assist in the coordination of teacher in-service and staff development that supports the district curriculum.

Essential Duties and Responsibilities:

~Curriculum and Instruction~

- Assists the superintendent in fulfilling general management responsibilities in curriculum and instruction.
- For district-wide curriculum and instruction matters, meets as directed by the superintendent, with building principals, general education and special education teachers.
- Assists the superintendent and building principals, as necessary, in analyzing the effectiveness of the PreK-12 educational program through student assessment results.
- Take leadership role in the creation and presentation of district in-service and staff development programs for teachers and administrators.
- Work closely with building administrators in the development of school improvement plans.
- Plans staff in-service training, assists with the development of Superintendent Conference Days.

~Support Programs~

- Responsible for the direction of the Pupil Personnel Team.
- Oversees rehabilitation team, guidance counselors and social workers.
- Works with TLC Principal to oversee the Pre-Kindergarten Program.
- Works with Superintendent and building principals to ensure compliance with RTI and AIS regulations.
- Works with Title Grant coordinator to oversee compliance and employee timesheets.
- Responsible for the implementation of the district Employee Assistance Program (EAP).
- Serves as the District English as a Second Language (ESL) coordinator.
- Serves as the District McKinney-Vento liaison.
- Serves as the District Home Instruction Coordinator.
- Works with HFM, Capital Region and WSWHE BOCES staff regarding programs, student placement and staff development opportunities.

~Special Education~

- Plans and develops special education programs for district pre-school and school-age students.
- Oversees the implementation of the special education programs in collaboration with personnel and building administrators.
- Coordinates preparation of program budgets.
- Coordinates the recruitment and selection process for professional staff vacancies and recommends candidates to the Superintendent.
- Supervises and evaluates special education personnel (APPR/PDP).
- Meets weekly with school psychologists.
- Oversees the administration of Alternate Assessments for special education students.
- Keeps informed of all legal requirements governing special education.
- Responsible for scheduling all district Committee on Special Education (CSE) and Committee on Pre-School Education (CPSE) meetings.
- Serve as 504 Coordinator and works closely with building principals to implement accommodation plans.
- Consults with staff, parents and outside agencies regarding special education and programs offered.
- Responds to parents regarding the evaluation and placement of their children in the least restrictive environment.
- Develops and maintains, with the school psychologists, student reevaluation lists for all district preschool and school age students, including students enrolled in non-public schools.
- Works with TLC Principal and school psychologist to monitor progress of preschool and school age students attending out of district placements.
- Monitors staff caseloads and student progress.
- Registers students for Alternate Assessments and collects and prepares datafolios for submission.
- Works with transportation department and building principals in ensuring special education students are compliant with bus safety rules.
- Secures tutors for special education students, when necessary.
- Works with secretary to ensure letters, IEPs and Board of Education documentation is accurate and timely.
- Works with secretary and registrar to ensure completion and compliance with state reporting requirements and annual performance indicators.
- Collects SEDCAR allocation information from outside agencies and calculates reimbursement for agencies in the grants.
- Secure federal, state, and private funds and supervise the delivery of curricular programs obtained through the use of these funds; specifically IDEA 611 and 619 grants and the UPK grant.
- Works with business office personnel to ensure STAC and SA-100 information is correct for state aid purposes.
- Other duties as assigned by the Superintendent.

Education/Experience/ and State Certification:

- Minimum requirements include Masters Degree and additional advanced graduate study, Five years teaching experience, and valid NYS School District Administrators (SDA) or School District Leader (SDL) certification.