

LONGWOOD CENTRAL SCHOOL DISTRICT ANNOUNCEMENT OF VACANCY

May 8, 2015

Director of Elementary & Pre-School Special Education

Effective July 1, 2015

Requisites:

- NYS appropriate administrative certification required. Masters Degree or higher, with academic training in Special Education.
- Five years' experience in public education; part of which must have been in teaching or supervising in the field of special education.
- Experience with inclusion, grant writing, and raising student achievement.

Job Duties:

1. Coordinates all elementary K-6 special education programs in the district.
2. Oversees the Speech and Language Programs K-12.
3. Provides pre-service and in-service training for teachers and related staff K-6.
4. Evaluates all special education K-6 programs, facilities, curriculum, learning activities, materials and supplies, parent relationships, and teacher practices. Recommends policies and implements practices as necessary.
5. Develops budget recommendations and provides expenditure control on established budgets for Special Education K-6.
6. Keeps informed of all legal requirements governing students with disabilities and special education programs and services.
7. Keeps informed of the state of financial aid for special education, 611/619 Grants and STACS.
8. Assumes responsibility for compiling, maintaining, and filing all reports, records and documents legally required or administratively useful for Special Education K-6.
9. Provides leadership in establishing new programs and developing improved understanding of existing programs K-6.
10. Supervises CPSE process, meets with CPSE parents, visits pre-school sites, and attends county pre-school meetings.
11. Establishes procedures to process and provide eligible pupils with special education services, including pre-school to grade 6.
12. Observes and evaluates special education teachers K-6, speech teachers K-12 and teaching assistants.
13. Recommends policies and programs essential to the needs of students with disabilities, including CPSE.
14. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed K-6.
15. Assists in recruitment, selection, and recommendations for hiring of any special education personnel K-6.
16. Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collection of tuition for out-of-district students and similar fiscal matters.
17. Supervises special education teachers, teaching assistants, speech teachers, sign language interpreters and special education aides. Assists in the recruitment of same.
18. Responsible for identification, evaluation and placement of students with disabilities and provides for a free and appropriate public education in the least restricted environment, preschool including ESY K-6.
19. Chairs the CSE/CPSE for the Elementary Schools and the District CSE/CPSE as needed.
20. Meets with department staff, including speech teachers and special education teachers monthly.
21. Assumes responsibilities 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.
22. Works with Directors of: Secondary Special Education; Elementary Education; Secondary Education; Compensatory Education; Assistant Superintendents for: Student & Community Services, Instruction & Learning to ensure a consistent K-12 program.
23. Accepts other administrative responsibilities as assigned by the Superintendent.

Terms & Conditions of Employment: As Per MIAA Agreement

Candidates must apply online using: www.olasjobs.org

Deadline for Application: May 23, 2015

An equal opportunity employer committed to diversity in the workforce