

VALLEY STREAM UNION FREE SCHOOL DISTRICT 24**DIRECTOR OF SPECIAL EDUCATION****JOB DESCRIPTION****Purpose Statement**

The position of Director of Special Education is for the purpose of implementing and maintaining special education programs and services for ages three through grade six in compliance with District, County, State, and Federal objectives; providing written support and/or conveying information regarding students with disabilities and the programs and services supporting them; serving as a resource to families, school personnel and the Board to support the students with disabilities within the District; and maintaining adequate staffing to ensure objectives of programs and services are achieved within the budget.

Qualifications

The position requires a Master's Degree or higher and either SBL or SDL certification or equivalent.

Essential Functions:

- Collaborates with District principals and special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel for the purpose of delivering services that conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals and mandated student needs.
- Evaluates District and school Special Education programs, monitors the implementation of special education, and compliance with regulations in each location for the purpose of carrying out and achieving objectives within each area of responsibility.
- Facilitates meetings and processes for the purpose of complying with the District and State curriculum and/or instructional objectives.
- Implements assigned programs and/or projects for the purpose of complying with District and State curriculum and/or instructional goals.
- Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors Maintenance of Effort, for the purpose of fiscal efficiency in providing required services.
- Prepares documentation and reports data to the New York State Department of Education for the purposes of providing written support, conveying information, and complying with Federal and State regulations.

- Communicates information on programs, services, and regulations to school personnel, parents, the Board, and other districts for the purpose of understanding of the programs.
- Supervises and evaluates special education staff including speech pathologists, school psychologists, social workers and special education teachers for the purpose of carrying out objectives within their areas of responsibility and providing feedback to promote professional growth.
- Provides professional development to special education staff to ensure compliance with District, County, and State regulations and objectives, and parity across buildings.
- Demonstrates strong communication skills and the enthusiasm to create an inclusive environment among all stakeholders, from the parents and Board to staff and students.
- Serves as the District Representative for McKinney-Vento students, staying abreast of changes in the law, advising families of their rights under the law, and educating the social workers to act as case workers for these families.
- Serves as District chairperson of the Committee of Preschool Special Education (CPSE), keeps abreast of the laws and procedures set forth by the County and State, meets with parents, reviewing evaluative materials to determine services, and visits placements to review appropriateness and assess student functioning.
- Coordinates with outside agencies to provide services to students and staff for the purpose of offering appropriate services.
- Oversees the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the District for the purposes of gaining fiscal resources and reimbursement.
- Oversees the filing of all System to Track and Account for Children (STAC) and documents Private Placement Certification (DCERT) to ensure compliance for reimbursement of out of District placements for high cost students.
- Maintains a high level of knowledge regarding developing Special Education issues, changes in the laws and case law, and educational methods of educating students with disabilities for the purposes of managing an excellent Special Education program.
- Assists other personnel as required for the purposes of supporting them in the completion of their work activities.
- Advises the Superintendent regarding special education and other matters.
- Works collegially with other Directors and Principals to develop and maintain coherence with the general education program.
- Performs other duties as assigned and reports to the Superintendent.

Board of Education

Revised: October 18, 2017