

East Greenbush Central School District

Job Description

Title: Director of Pupil Personnel Services

Qualifications:

1. Minimum of five (5) years experience in special education
2. A master's degree or higher
3. A valid school district administrator certificate or equivalent

Reports to: Assistant Superintendent for Curriculum and Instruction

Supervises: Special Education Office Personnel

Responsibilities:

1. To provide leadership maintaining and achieving exemplary special education services including:
 - A. Oversight for the operations of the Committee on Special Education and sits in on CSE meetings providing additional expertise as needed
 - B. Prepares and administers the budget for the Office of Special Education Programs and Services
 - C. Ensures the implementation of proper due process procedures pursuant to the Commissioner's Rules and Regulations for special education
 - D. Compliance Officer for Section 504 and IDEA
 - E. Recommends placement of individual students with special needs in educational programs best suited to their needs (K-12 out of district placements)
 - F. Observes incoming Pre-K special education students to determine appropriate kindergarten placement
 - G. Ensures that the operations of the Committee on Special Education are focused on the goals and objectives of the school district by meeting regularly with the Assistant Director
 - H. Facilitates the sharing of information among teachers, administrators and other appropriate school personnel to ensure understanding of students' needs and proper delivery of special education services
 - I. Hires Summer School Staff for K-12 ESY. Develop class lists and assign staff for ESY Program

- J. Has oversight for IEP Direct and coordinates assistive technology evaluations and provides training
 - K. Plans, conducts, or recommends in-service workshops for special education teachers
 - L. Assists in recruiting and hiring special education teachers, teaching assistants and all related service providers
 - M. Explains and interprets federal, state and local special education policies and procedures to staff, parents, and school community publics
 - N. Conducts impartial hearings
 - O. Supervises and provides oversight to district alternative programs
 - P. Responsible for APPR Observations for all special education teachers at middle and high school
 - Q. Facilitates monthly staff meetings with Speech, Social Work, and School Psychologist departments
 - R. Oversight of Guidance, Nursing, Occupational and Physical Therapists
2. Prepares and submits in a timely manner federal and state reports including STAC's, PD/VR reports, Medicaid, AVL's, SS schedules, Form A data, and special education federal grants, SEDCAR, ASEP flow through fund
 3. Prepares/Calculates tuition billing for students with disabilities from neighboring schools receiving services from EGCS D
 4. Maintains accurate records regarding special education enrollment, special education teachers, caseloads and their room assignments
 5. Responds to requests for information, surveys and questionnaires about special education from federal, state and local agencies
 6. Oversight of transition services for special education students and their families
 7. Conducts the program review of special education services pursuant to the procedures of the Committee for Curriculum Study (CCS) with the Special Education Department Chair
 8. Acts as co-liasion to the Special Education Parent Support Group
 9. Collaborates with the Assistant Superintendent for Curriculum and Instruction and building principals to provide professional development for pupil for special education and pupil services staff

10. Maintains manuals, handbooks, guidelines of EGCS D Procedures for Education of Students with Disabilities for staff, students, and parents
11. Assumes responsibility for the “alternate assessment” program pursuant to federal and state laws and regulations grades K-12
12. Prepares a bi-annual report for the Board of Education on the status of the special education department and delivery of services to students with disabilities K-12
13. Conducts all CSE meetings for students placed in out of district placements (BOCES, parochial, day treatment and residential facilities)
14. Attends regular Board of Education meetings. Upon request, attends executive sessions of the Board of Education
15. Attends all required administrative team meetings.
16. Communicates clearly and regularly with district/building administrators. Communicates regularly with .2 FTE 7-12 Special Education Department Chair
17. McKinney Vento Coordinator
18. District Registrar-oversight for districtwide registration procedures and follow-up on residency issues
19. Coordinates teaching assistant assignments
20. Foster care and reimbursement
21. Medicaid compliance training and reporting

Dated: 3/20/19