

PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

Please Post

ANTICIPATED VACANCY

Committee on Special Education Chairperson 12-Month Position

QUALIFICATIONS:

- Valid NYS Administrative Certification (SBL, SAS, or SDA) & Master's Degree.
- At least three years' experience as a Special Education teacher and/or administrator.
- If certificate has not been issued, candidate must provide proof of eligibility for NYS certification.
- Completed application includes letter of interest, application (U-E or OLAS), all undergraduate and graduate transcripts, three letters of recommendation, and references.

SALARY:

Salary commensurate with experience

** Please see attached job description for more information about this position.*

To apply, please visit OLAS or www.uek12.org and navigate website to Employment page and click on the "OLAS" icon to visit the Teaching & Professional Online Application System

Deadline for Applications:

October 31, 2021

EOE

njl
10/12/21

UNION-ENDICOTT CENTRAL SCHOOL DISTRICT

Qualifications:

1. Valid School District Administrator (SDA/SDL) certificate required
2. At least three years' experience in Special Education field, as teacher and/or administrator.

Reports to: Director of Pupil Services

Job Goal: To implement all IDEA regulations by providing a free appropriate public education in the least restrictive environment to all students with disabilities and those that are eligible for a 504 plan.

Supervises: Committee on Special Education Senior Typist
Related Service Providers

Job Responsibilities:

1. Chairs the District Committee on Special Education (CSE) to review out of district placements.
2. Chairs Committee on Pre-School Special Education (CPSE) and coordinates transition from CPSE to school-age service.
3. Chairs Sub-Committee on Special Education in all elementary schools. Works closely with school psychologists and building principals to develop agendas, review appropriate assessments/placements and facilitate meetings.
4. Coordinates and conducts all manifestation determination meetings.
5. Assists in evaluation of Special Education teachers, Social Workers, Occupational Therapists, Speech Therapists, School Psychologists, and other teachers as deemed appropriate by supervisor.
6. Provides leadership and direction to all staff as it pertains to special education issues.
7. Coordinates all information pertaining to alternative assessments.
8. Monitors the use of adaptive technology used for accommodations.
9. Responsible for compiling data for the PD-8 report.
10. Serves as a liaison with BOCES service providers and site administrators, monitors student attendance and progress on these programs.
11. Assists parents in understanding district and out of district placement and programs for all students.
12. Assists in the hiring process for Special Education teachers, School Psychologists, related service providers, and other pupil services staff.
13. Communicates with the Director of Pupil Services concerning all major developments in schools through regular reports.
14. Provides organized and detailed program information as requested by the Director of Pupil Services.

15. Coordinates all enrollment information and applications for out of district placements; works with Supervisor of Transportation to arrange for these placements.
16. Observes students with disabilities in all programs to facilitate appropriate placements and to gain understanding of various MAPS in programs.
17. Oversees the implementation of student exit summary reports and transition review from all placements.
18. Complete all other tasks as assigned by the Director of Pupil Services, the Superintendent and/ or the Assistant Superintendents.