

**ASSISTANT TO THE SUPERINTENDENT FOR PUPIL PERSONNEL SERVICES AND  
SPECIAL EDUCATION**

The Assistant to the Superintendent for Pupil Personnel Services and Special Education reports directly to the Superintendent. He/she plans, coordinates and supervises the operation of the department in cooperation with the principals. He/she is responsible for special education services, psychological and social work programs and services, speech services, ESL programs and medical services.

The Assistant to the Superintendent for Pupil Personnel Services and Special Education is responsible for implementing Board of Education policy relating to his/her area of responsibility, and for conforming to New York State and Federal laws and regulations. He/she will advise the Superintendent with respect to needed revisions of existing policies and procedures, and will recommend new policy initiatives.

The key functions of the administrator are:

- A. Committee on Special Education/Committee on Preschool Education** – Chairs, supervises and coordinates all activities of District Committee on Special Education and Committee on Preschool Education

**Representative Activities**

1. Implements procedures mandated by Part 200 of the Commissioner's Regulations.
2. Chairs Committee on Special Education and Committee on Preschool Education meetings and provides notification of its recommendations to the Board of Education, central office administrators, building principals, special education staff and parents.
3. Prepares all official reports relating to special education as required by the State and Federal governments.
4. Prepares and maintains all records of the Committee on Special Education and Committee on Preschool Education.
5. Establishes and monitors procedures that ensure timely evaluations, recommendations, and placements of all students referred to the Committee on Special Education and Committee on Preschool Education for special education services.
6. Establishes procedures that ensure timely placement in Extended School Year programs for all special education students who have been recommended for a 12-month program.
7. Ensures, monitors and evaluates the development of IEP's and IESP's for every special education student and ensures that a review of each student is conducted by the Committee on Special Education and the Committee on Preschool Education annually.
8. Ensures the confidentiality of all official reports and records relating to special education students.

9. Plans and coordinates all activities necessary to the administration of out-of-district evaluations which have resulted from a Committee on Special Education recommendation.

**B. Supervision and Evaluation** – Assists principals in the supervision and evaluation of all special education staff.

**Representative Activities**

1. Employs established district procedures in supervision and evaluating special education teachers, speech pathologists, ESL teachers, support staff and related services providers.
  - a) Employs established district supervisory procedures in the observation and evaluation of special education and speech staff.
  - b) Provides input to principals in the evaluations of special education personnel.
2. Informs all staff of current and appropriate research.
3. Assists principals with tenure recommendations to the Superintendent.
4. Assists in the recruitment, selection, and orientation of new special education personnel.
5. Establishes through positive human relations an atmosphere of confidence and trust among teachers and other personnel.
6. Visits all special education classes formally and informally on a regular basis.

**C. Psychological Services** – Directs, and in cooperation with principals, supervises and assesses the activities of all school psychologists.

**Representative Activities**

1. Assigns psychologists' case loads.
2. Determines psychologists' priorities.
3. Assigns visitation of out-of-district student placement for psychologists.
4. Reviews specific cases with psychologists.
5. Provides referral system for psychologists.
6. Meets regularly with psychologists and/or principals to assess changing needs and service.
7. Cooperates with principals in the evaluation of each staff member.

**D. Social Work Services** – Supervises, directs and assesses in cooperation with building principals the activities and functions of all social workers, and recommends changes in the provision of services by these staff members.

**Representative Activities**

1. Supervises the scheduling of the school physician's health examination through the district.
2. Communicates state directives concerning immunization services to physicians and nurses.
3. Develops and administers budgets for health services.

4. Arranges workshops for maintaining current information on health matters.
5. Schedules special health screenings.
6. Prepares related State reports.
7. Cooperates with the building principals in evaluating the performance of nurses.
8. Ensures that nurses maintain all equipment in good working condition.

**E. Medical Services** – Supervises, directs and assesses the activities of the registered nurses and health services. Directs and evaluates the school-related activities of the school physician.

**Representative Activities**

1. Supervises the scheduling of the school physician's health examination through the district.
2. Communicates State directives concerning immunization services to physicians and nurses.
3. Develops and administers budgets for health services.
4. Arranges workshops for maintaining current information on health matters.
5. Schedules special health screenings.
6. Prepares related State reports.
7. Cooperates with the building principals in evaluating the performance of nurses.
8. Ensures that nurses maintain all equipment in good working condition.

**F. Curriculum and Instruction** – Develops, implements, and evaluates all special education curriculum and programs of instruction.

**Representative Activities**

1. Ensures that the special education curriculum complies with State directives.
2. Conducts regular meetings with special education and speech pathologists.
3. Evaluates instructional materials and programs for their appropriateness to special education needs.
4. Introduces and articulates new special education programs.
5. Provides for a well-articulated and sequential program of special education instruction on a district-wide basis.
6. Recommends to principals the utilization of special instructional techniques to improve the instructional program.
7. Plans, develops and monitors procedures to ensure the articulation of special education program with mainstream programs and services.
8. Monitors and evaluates the quality of instructional materials and the appropriateness of learning environments.
9. Assists special education teachers in preparing IEP's which are in accord with Federal and State regulations.
10. Participates as needed in IEP planning conferences and acts as resource to the staff and community in all areas of special education.

11. Assists the Assistant Superintendent for Curriculum and Instruction with creation of Academic Intervention Services Plan and Response to Intervention Plan.

**G. Fiscal Management** – Manages the special education budget, including general fund and special aided programs.

**Representative Activities**

1. Prepares, submits, justifies and administers the special education budget.
2. Prepares special aid project proposals.
3. Seeks alternative funding sources.
4. Assists the principals and Superintendent in the development and coordination of portions of the budget that pertain to their specific functions.
5. Prepares and submits State and Federal reports.

**H. Program Management** – Coordinates management activities of the special education program.

**Representative Activities**

1. Coordinates the selection of supplies, equipment and textbooks.
2. Arranges transportation for special education students.
3. Conducts departmental meetings.
4. Develops and conduct activities to educate and inform parents.
5. Assists in the coordination of occupational, educational and physical therapy experiences for special education students.
6. Assists principals in the implementation of test modifications for all district-wide standardized testing, as well as, state-mandated testing.
7. Serves as a district representative to the North Merrick chapter of SEPTA.
8. Confers with and makes recommendations to principals on disciplinary matters relating to special education students.
9. Coordinates the department's diagnostic testing program.
10. Provides liaison with other staff working with special education to include speech pathologists, psychologists, social workers, nurses and outside agencies.
11. Assists principals with student and staff scheduling.

**I. Section 504 Coordinator** – Chairs, supervises and coordinates all activities under Section 504.

**Representative Activities**

1. Understanding the requirements and intent of Section 504 regulations.
2. Establishing and monitoring Section 504 referral, identification and review process and procedures, including annual notice.
3. Maintaining data and preparing annual reports on compliance.
4. Developing awareness materials and workshops for school staff and families  
<http://www.504idea.org/504resources.html>
5. Implementing Section 504 compliant procedure.

- J. Professional and Personal Development** – Maintains and improves skills and knowledge in order to provide the leadership expected in the role of Assistant to the Superintendent for Pupil Personnel Services and Special Education.

**Representative Activities**

1. Participates in local, state and national professional organizations.
2. Attends conferences and workshops.
3. Reads current professional literature.
4. Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.
5. Consults regularly with other special education administration to stay informed of current issues and trends.
6. Develops and maintains interests outside of education in order to assure a balanced perspective.

- K. ESL Coordinator** – Coordinates programs and curricula for English Language Learners in order to maximize student learning experiences and increase the achievement of LEP students.

**Representative Activities**

1. Facilitates the development of ESL programs.
2. Coordinates an annual ESL comprehensive program evaluation and completes state reports.
3. Facilitates the translation of written English materials into appropriate language.
4. Ensures parents are informed of the following:
  - a. Reason(s) for placing their child in LEP language program.
  - b. Child's level of English Proficiency.
  - c. How the program will meet their educational needs.
  - d. The program exit requirements.
5. Maintains, interprets the results on standardized testing.
6. Maintains the official program records and statistics