

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
COORDINATOR OF (PPS) / SPECIAL EDUCATION

Summary: Provides leadership and direction and supervises the Special Education program to ensure that the goals of the District and community are reached. The Coordinator of Pupil Personnel Services (PPS) / Special Education, reports directly to the Director of Pupil Personnel Services. The position includes the duties and responsibilities below and other functions as assigned by the Director of Pupil Personnel Services.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Ensure compliance by divisional departments in the administration, scheduling and evaluation of Special Education service delivery process for the development of IEP's, annual review, and third year re-evaluation of Individual Education Plans (IEP's) as required by State and Federal mandates and guidelines. Ensure participation in the procedures and access to records, following notification of timelines and the process requirements as stated in NYSED Part 200s.
2. Supervise the IEP process for all district students (K-12, out of district, residential, hospitalization, etc.).
3. Coordinate and chair district CSE/Annual Review/Manifestation Hearing meetings.
4. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with state and federal law and district policy
5. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
6. Coordinate efforts on behalf of the Director of Pupil Personnel Services with all assigned district personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education and pupil personnel services.

Job Descriptions (Continued)
Coordinator of PPS / Special Education

7. Serves as the liaison between the district administration/principal/team leader and the Pupil Personnel Department.
8. Provide Pupil Personnel Services staff with ongoing mentoring and professional development.
9. Provide leadership in establishing new programs and developing improved understanding of existing programs.
10. Assume responsibility 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.
11. Attends meetings with the Director of Pupil Personnel Services and/or building Principal/Administration, as required.
12. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
13. Provide input to the Principal in the preparation of the budget and/or purchase requisitions/staffing/scheduling.
14. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
15. Perform such other tasks and assumes such other responsibilities as may, from time to time; be assigned by the Assistant Superintendent of Pupil Personnel Services.

Reports to:	Director of Pupil Personnel Services
Prepared by:	James Donovan
Approved by:	Dr. Roberta Gerold, Superintendent of Schools
Approved Date:	4/29/22