

The Millbrook Central School District seeks a dynamic, compassionate, and highly skilled educational leader to serve as the **Supervisor of Pupil Personnel Services**. This pivotal role oversees and coordinates services in **Special Education, Section 504 Compliance, Health/Nursing Services, and English as a New Language (ENL)** programming to ensure equitable access, individualized support, and educational success for all students.

Posting Date: May 21, 2025

Assignment: Administration, 12-month

Reports to: Assistant Superintendent of Instruction & Community Relations

Special Education Services:

- Supervise and evaluate special education programs and staff.
- Ensure compliance with IDEA, NYSED regulations, and district policies.
- Ensure compliance for all Committee on Special Education (CSE) and Preschool Special Education (CPSE) meetings.
- Oversee development and implementation of Individualized Education Programs (IEPs).
- Provide leadership to provide exemplary special education services to the Millbrook CSD community.
- Oversee support services including Occupational Therapy, Physical Therapy, Speech and Language, School Psychologists and Teaching Assistants and Aides.
- Supervise and provides oversight to District Alternative Programs and placements
- Create, process and submit grant applications

Health/Nursing Services:

- Provide leadership and support to district nursing staff.
- Coordinate health services to promote student wellness and address medical needs in alignment with NYS health regulations.
- Develop district-wide health and safety protocols.

Section 504:

- Manage district compliance with Section 504 of the Rehabilitation Act.
- Oversee the approval and monitoring of 504 Accommodation Plans.
- Train staff and administrators on 504 policies, procedures, and responsibilities.

English as a New Language (ENL):

- Oversee ENL programming and ensure compliance with NYS Part 154 regulations.
- Support teachers and staff in best practices for English Learners (ELLs).
- Collaborate with families and community organizations to support ENL student needs.

Leadership and Collaboration:

- Serve as a key member of the district leadership team.

- Collaborate with principals, counselors, teachers, and families to build an inclusive educational environment.
- Analyze data to inform program improvements and student support interventions.
- Lead professional development initiatives for staff on areas related to pupil personnel services.

The ideal candidate will have:

- Great interpersonal skills and the ability to work as part of a team.
- Excellent verbal and written communication skills.
- Ability to work under pressure and manage sensitive information with tact, empathy, kindness and professionalism.
- Ability to handle multiple tasks at the same time.
- Demonstrate systems thinking
- Candidates must possess a valid New York State School District Leader (SDL), or School Building Leader (SBL) certificate at the time of appointment.

Desired start date: On or before July 1, 2025

APPLICATION DEADLINE: May 31, 2025

APPLICANTS: Please submit all application materials on OLAS. Only complete applications will be considered. No hard copies will be accepted.

The Millbrook Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, veteran status, sexual orientation, genetic predisposition or carrier status, gender, or disability in its educational programs, activities and employment practices. Inquiries regarding this policy of equal opportunity should be referred to the Superintendent of Schools, Millbrook Central School District, 43 Alden Place, NY 12545.

CC: All Administrators, All Offices, MTA, CSEA & MAA Presidents