



DEPARTMENT ASSISTANT CHAIRPERSON FOR SPECIAL EDUCATION JOB DESCRIPTION

JOB INFORMATION

TITLE: Department Assistant Chairperson for Special Education

EMPLOYEE GROUP: Professional **ADDITIONAL JOB CODES:** 212

SHIFT: Per Contract

TERM OF EMPLOYMENT: Per Contract

HOLIDAYS: As Per School Calendar

LOCATION(S): As Assigned

RATE OF COMPENSATION: Per Contract

FSLA: Exempt X Non-Exempt _____

Last Edited On: 12/12/2017 Board Approval Date: ???

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO:

1. The Department Assistant Chairperson for Special Education is responsible to Director of Pupil Personnel and the Assistant Director of Special Education.
2. The Department Assistant Chairperson for Special Education also reports to the Building Principal at the appropriate level.

The Department Assistant Chairperson for Special Education will be a 2-year term. At the end of the term, the employee may re-apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership for their respective department including, but not limited to leadership through department meetings, curriculum writing, and professional learning.

QUALIFICATIONS

- a. Possess an Instructional II certificate as validated by the Pennsylvania Department of Education.
- b. Have a minimum of five year's experience as a Special Education Teacher.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Personnel responsibilities.
- b. Curriculum/Instruction responsibilities.
- c. Transition responsibilities
- d. Associated responsibilities.
- e. Serve as member of the Pupil Personnel Leadership Team

PERSONNEL RESPONSIBILITIES

- a. Assist in orienting special education staff to special education department policies and practices performed by department members. This would include budget and ordering information, ensuring proper use of special education forms and assisting staff with meeting timelines and other guidelines under IDEIA and Chapter 14.
- b. Assist with department meetings at the appropriate level, by helping to schedule dates, presiding over meetings in the absence of the Director of Pupil Personnel/Assistant Special Education Director, and taking minutes and attendance to be maintained for compliance monitoring.
- c. Assist in developing the daily schedule of secondary level instructional aides assigned to the Special Education Assistant Department Chairperson's building.

TRANSITION RESPONSIBILITIES

- a. At the elementary level, the Special Education Assistant Department Chairperson will assist with transition related activities for 5th grade students in District special education classrooms who will be moving to 6th grade the following year. Responsibilities include assisting with scheduling building visits and ensuring that records are transferred to the middle school.
- b. At the middle school level, the Special Education Assistant Department Chairperson will assist with transition related activities for students transitioning to the High School. Responsibilities include serving as a point of contact with High School Counseling office, ensuring that appropriate records are transferred to the High School special education staff and arranging tours for those students who require special accommodations.
- c. At the High School Level, the Special Education Assistant Department Chairperson, will serve as the District's designated Transition Coordinator (as required by Chapter 14). Responsibilities include:
 1. Attending CAIU transition council meetings
 2. Ensure that High School staff is appropriately completing transition paperwork as required under IDEIA
 3. Provide staff with current information on agencies that provide services to disabled students after graduation and serve as liaison between the District and these agencies
 4. Ensure that all graduating students receive their "Summary of Performance and Recommendations" in a timely manner as required by IDEIA
 5. Ensure that routine purging of graduate files occurs annually and that proper notification is provided to students.

CURRICULUM/INSTRUCTION RESPONSIBILITIES

- a. Work cooperatively with the Building Principals, the Assistant Director of Special Education, the Director of Pupil Personnel, and other Members of the Department in the areas of curriculum development, Special Education related policies, and planned courses.

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- b. Work cooperatively with the Assistant Director of Special Education and the Director of Pupil Personnel to keep staff updated on current best instructional practice and technology.\
- c. Assist and plan for opportunities for relevant staff development experiences for teachers in the District as related to Special Education.

ASSOCIATED RESPONSIBILITIES

- a. Attend Pupil Personnel meetings when needed, and, in this capacity, work with the Assistant Special Education Director, Director of Pupil Personnel, Director of Curriculum, Building Principals, and the Assistant Superintendent in upgrading the District's programs and instruction as they relate to the special education program.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties as directed by the Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.

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- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.