

Central Greene School District

Position Description

Title: Director of Special Education

Term of Employment: Permanent, twelve-month administrative position

Reports To: Superintendent

Position Summary

The Director of Special Education provides leadership, coordination, supervision, and oversight of the District's K-12 special education programs and services. The position is responsible for ensuring compliance with federal and state regulations, supporting students with disabilities, supervising special education programming and staff, collaborating with administrators and families, and promoting inclusive practices and student success.

This is a permanent, twelve-month administrative position.

Qualifications

- Pennsylvania Supervisor of Special Education Certificate or Pennsylvania Superintendent Letter of Eligibility required; candidates must have a background in special education
- Master's Degree required
- Previous experience in special education administration or leadership strongly preferred
- Experience with IDEA, Chapter 14, Chapter 15, Section 504, and special education compliance requirements preferred
- Demonstrated knowledge of special education programming, due process procedures, and student support systems
- Strong communication, organizational, leadership, and collaboration skills
- Ability to work effectively with students, staff, families, outside agencies, and community partners

Primary Responsibilities

Leadership and Program Oversight

- Provide leadership and direction for all K-12 special education programs and services
- Support the implementation of inclusive practices and least restrictive environment requirements
- Assist in the development, implementation, and monitoring of special education programming and services including attending and acting as the LEA in IEP meetings
- Collaborate with district administrators regarding student programming, staffing, and student support needs
- Participate in administrative meetings and district leadership initiatives

Compliance and Student Services

- Ensure district compliance with federal and state special education regulations and timelines
- Oversee the implementation and monitoring of IEPs, reevaluations, GIEPs, Chapter 15 Service Agreements, and related services
- Assist with special education due process procedures, manifestation determinations, and compliance matters
- Coordinate and monitor state reporting requirements and PDE submissions related to special education
- Serve as a liaison with Intermediate Unit 1 and outside agencies providing student services

Supervision and Staff Support

- Support and supervise special education staff and programming as assigned
- Assist administrators and teachers with special education procedures, student supports, and instructional practices
- Coordinate and facilitate professional development related to special education and student services
- Participate in the interview and selection process for special education personnel as requested

Student Programming and Coordination

- Assist in monitoring student placements and programming to ensure appropriate educational services
- Participate in meetings related to student evaluations, programming, and placement decisions
- Collaborate with counselors, principals, psychologists, social workers, related service providers, and outside agencies to support student needs
- Assist with transition planning and coordination of services for students with disabilities

Communication and Collaboration

- Maintain positive communication and working relationships with students, staff, parents, and community agencies
- Respond to parent concerns and questions in a professional and timely manner
- Assist in communicating district special education initiatives, procedures, and legal requirements to stakeholders
- Promote a positive and collaborative culture within the district's special education programs

Other Responsibilities

- Perform additional duties as assigned by the Superintendent

Terms of Employment

- Twelve-month administrative position
- Compensation and benefits will be provided in accordance with the Act 93 Agreement. Salary placement within the approved salary range will be determined based upon the candidate's experience, qualifications, certifications, and credentials

Equal Opportunity Statement

The Central Greene School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected classification under federal or state law.