

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

DIRECTOR OF SPECIAL EDUCATION

SUMMARY DESCRIPTION

Wilkinsburg School District is a small urban public-school district with approximately 600 students currently enrolled. The district is comprised of two elementary schools, grades PreK-6.

The position of Director of Special Education directs and manages the Special Education program of the Wilkinsburg School District. The Director's primary goal is to ensure that the district carries out its responsibility for the delivery of special education programs and services for atypical kids, birth through age 21, and that all PA laws (Chapters 14 and 15) and federal laws under IDEA are followed and implemented. In addition, the Director is responsible for ensuring that the teachers of children that have been identified for special education services are appropriately supervised and evaluated.

The Director of Special Education must have a strong commitment to the education of special needs students. Excellent management, communication and conflict management skills are needed, extensive knowledge of PA and federal regulations and funding issues required, administrative experience, and five successful years in special education supervision is preferred.

The Director of Special Education is a member of the Act 93 and as such has management and leadership responsibilities related to human, financial and material resources. The Director reports directly to the Superintendent and works closely with the Director of Business and Operations, the Director for Curriculum, Instruction and Assessment and administrators, teachers, students, and parents/guardians in the district. In addition, the Director is the liaison with the Pittsburgh Public School Partnership state, federal and outside agencies regarding the delivery of special education services and compliance issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership in the design and implementation of district-wide special education initiatives.
2. Collaborate with the Superintendent, Assistant to the Superintendent of Curriculum, Instruction and Assessment and the principals or their designees to ensure 1) appropriate educational opportunities to maintain high academic standards for all students with special needs and 2) all district wide special education classrooms, programs and services are in adherence to district criteria and state mandates governing class size, caseload, and chronological age range.
3. Provide continuous information exchange and contract maintenance between the school district, funding sources, and service providers.
4. Conduct and assist in the planning of appropriate professional development to ensure administrators, board, teachers and parents are getting current information about changes in special education laws and regulations.
5. Meet regularly with teachers, formally and informally, to review compliance issues, listen to concerns and provide feedback on performance.
6. Establish procedures and ensure that state mandated timelines are met for 1) evaluation and eventual placement of students referred to the special education program and 2) re-evaluations and IEPs are completed for special education students.
7. Assists in mediating and resolving conflicts among administrators, parents, outside agencies, and others concerning special education services.
8. Prepare initial applications, assign and monitor programs, attend yearly Individual Education Placements (IEP's) and other meetings of special education students assigned to approved private schools.
9. Arrange placements and attend individual Education Placements for center and cross-district students.

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10. Identify, coordinate and monitor students eligible to participate in the Extended School Year Program as required under federal law.
11. Organize and provide other mandated related services, including physical and occupational therapy to special education students.
12. Maintains complete and cumulative individual records of all students identified as needing special education and the services with which they are being provided as required by law.
13. Works with Director of Business and Operations to develop, manage and monitor special education budget, coordinate transportation, monitor and authorize expenditures, monitor and update changes in placement and develop district-wide procedures for Medicaid billing and the use of Medicaid funds consistent with the state and federal requirements.
14. Attends monthly cross-functional meetings at Westinghouse High School as part of the Wilkinsburg/Pittsburgh Public High School Partnership.
15. Coordinate and supervise transportation for all eligible students including students under Section 504 of the Rehabilitation Act.
16. Coordinate transportation, prepare and ensure appropriate paperwork, attend annual IEPs for students in the Early Intervention Program.
17. Write and revise the district's Special Education Plan every three years as required by the Pennsylvania Department of Special Education and ensure that it is aligned to the district's Strategic Plan.
18. Act as liaison and ensure compliance with state and federal agencies, including coordination of state and federal special education monitoring and audits.
19. Recommend policy and compliance procedures essential to the needs of special education students in accordance with state and federal laws.
20. Respond to Special Education audit report and institute any necessary changes to come into compliance.
21. Attends Board Meetings and prepare and present monthly reports to the board on special education district and out placed student enrollment and tuition funding.
22. Recommend annual goals for the special education program.
23. Other duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Supervises special education teachers throughout the district, district school psychologist and social worker and behavioral support specialist.

EDUCATION AND/OR EXPERIENCE

Master's degree with intensive course work and/or experience in teaching, psychological services, testing, guidance, and/or administration.

Must have at least administrative leadership experience, with at least five years' successful experience in special education supervision.

CERTIFICATION

Appropriate administrative certification and clearances

Interested persons should mail or email a letter of interest, resume, three recommendation letters, transcripts, certifications, and current clearances by June 17 to:

**Wilkinsburg School District
Human Resources
Mrs. Cindy Bogatay
718 Wallace Avenue
Pittsburgh, PA 15221
Email: bogatayc@wilkinsburgschools.org**