



RIVERVIEW SCHOOL DISTRICT

DIRECTOR OF SPECIAL EDUCATION JOB DESCRIPTION

TITLE: DIRECTOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Pennsylvania Certification in Special Education, Speech and Language Impairment, or Early Intervention
2. PA Supervisory Certification in Special Education and/or Principal K-12 Certification
3. Master's Degree in the area of Special Education or Related Services
4. Minimum of 5 years of experience working in special education or early intervention
5. School Psychologist certification not necessary, but preferred.
6. Knowledge of Microsoft Office Suite required.
7. Effective verbal and written communication skills, including effective presentation skills required.
8. Strong organizational skills and ability to handle multiple initiatives required.
9. Ability to build trust and positive working relationships with multiple internal and external stakeholder groups; able to promote high expectations and high quality for all staff.
10. Ability to analyze and resolve complex issues, while remaining logical and interpersonal.
11. Demonstrated ability and experience in working as a member of a team required.
12. Excellent collaboration and leadership skills.
13. Data-driven decision-making skills.
14. Ability to prioritize tasks, meet deadlines, and work under pressure.
15. Self-motivator, independent, cooperative, flexible, creative, and responsible.
16. Valid PA Driver's License

REPORTS TO: Superintendent

GOAL: To lead, plan, oversee, implement, monitor, follow-up with, provide ongoing compliance monitoring, fulfill mandate obligations, and provide necessary staff training associated with all essential functions.

ESSENTIAL FUNCTIONS:

1. Monitor student programming to ensure that the District is in compliance with Federal and State regulations in terms of placement, IEP's, service delivery, discipline, assessments, and documentation.
2. Collaborative coordination of Extended School Year, Early Intervention to School Age Transition, and act as District Secondary Transition coordinator
3. Supervise and actively collaborate in the evaluation, selection, and implementation of learning programs and supplemental curricular resources utilized in special education programming with an equity mindset.
4. Evaluate and improve the diagnostic and instructional techniques used with special education students.
5. Continued development and expansion of programming options within the district for students receiving specialized instruction to increase students' sense of belonging.
6. Provide educational leadership and expertise to improve inclusion and subject matter coordination between special education and regular education staff.

7. Develop and organize professional development workshops and formal training for administrative, professional, support staff, and community members.
8. Participate in the supervision and evaluation of assigned professional staff.
9. Complete classroom observations and monitor student data/achievement.
10. Serve as LEA in IEP, GIEP, 504 and other meetings for students enrolled within in district or out of district programs.
11. With an equity lens, actively collaborate with directors, building administrators, curriculum leaders, school psychologists, teachers, related service providers, parents and families to ensure appropriate services for identified students.
12. District special education data analysis and PASA testing coordinator
13. Serve as the Special Education Outplacement Coordinator
14. Assist the Superintendent with district-wide staff Professional Development and Curriculum as needed
15. Supervises, monitor and support paraprofessionals and the professional development and ongoing training
16. Performs other duties and responsibilities as assigned by the Superintendent

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands

Sitting at desk for extended periods
 Standing for limited periods of time
 Frequent bending, stooping, twisting, reaching, grasping
 Light lifting – up to 25 pounds
 Frequent carrying – up to 25 pounds
 Manual dexterity to use office equipment
 Repetitive movement of fingers and hands for keyboarding

Sensory Abilities

Visual acuity to read correspondence, computer screen
 Auditory acuity to be able to use telephone and greet visitors and employees
 Ability to speak clearly and distinctly

Work Environment

Inside office setting
 Transportation between school buildings and to other educational settings as relevant and appropriate
 The noise level in the work environment varies on a daily basis based on circumstances presented

Temperament

Student/Child Focused
 Ability to work as a member of a team
 Must be cooperative, congenial and service-oriented
 Ability to work in a multi-tasking environment with frequent interruptions

Cognitive Ability

Ability to follow written and verbal directions
 Ability to complete assigned tasks with minimal supervision
 Ability to read and write
 Ability to work independently and make work-related decisions

Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively
Lifelong learner

Specific Skills

Ability to operate office equipment
Ability to use computer technology efficiently and effectively
Must possess proficient data entry skills
Must possess proficient math and accounting skills

Comments

Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

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 is 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 currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve month Full-Time

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated semi-annually by the Superintendent and Director of Special Education in accordance with provisions of the applicable policies of Riverview School District Act 93.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____