

**Mount Carmel Area School District**  
**Director of Special Education (Act 93 12 month position)**  
**Job Description**

Location: Office location TBD (Either JH-SH or Elementary Building)

Hours: 7:30am to 3:00pm or 8am to 3:30pm

Reports to: District Superintendent

Salary: To be determined based on experience

Qualifications: Master's Degree and supervisory and/or administrative certificate preferred.

1. Acts as a liaison for the Superintendent regarding issues of concern related to Special Education.
2. Coordinates district special education programs in accordance with board policy, goals, and objectives; Department of Education rules and regulations; and federal laws and regulations. Collaborates with staff to ensure the appropriate inclusion of special education students in all subject classes, school programs, and activities. Assists in planning and implementing programs that support alignment of learning standards with effective special education teaching practices.
3. Articulates and implements a clear vision for moving special education students on a service continuum from the least restrictive environment (LRE) to inclusion in regular education classes.
4. Coordinates and supervises services provided to students identified as eligible for special education. Oversees the development and implementation of individual education plans (IEPs) and monitors compliance with all state and federal regulations.
5. Monitors the placement of students in off-site special education programs and communicates with the superintendent on any placement decisions. Acts as LEA at individual education plan (IEP) meetings for students eligible for special education services. Assists with ACCESS reimbursement for Medicaid eligible students who receive services through their individual educational plans (IEPs).
6. Communicates with the Superintendent on any IEP student outside placement decisions.
7. Assists in implementation of Chapter 14 regulations and orders of the court, including but not limited to, coordination of the development of individual education plans for students referred for Chapter 14 services.
8. Monitors compliance with special education discipline including Manifestation Determinations and suspensions.
9. Monitors Pennsylvania System of State Assessment, Keystone, and Pennsylvania Alternative Assessment testing accommodations for special education students.
10. Monitors Special Education Rosters and student tracking system for compliance with Chapter 14 (class sizes, caseloads, PIMS reports).
11. Monitors the Special Education Plan and compliance with state mandated LRE (Least Restrictive Environment) requirements. Endeavors to bring percentages of students placed in outside placements within state limits.
12. Acts as liaison to Northumberland County Career and Technology Center for the vocational-technical school process as it relates to special education students and procedural safeguards for IEP processes.
13. Holds responsibility for submission of Special Education Plan Revisions Notices (SEPRN) concerning special education classrooms to the Department of Education.
14. Maintains District Special Education Manual and policies as per PDE mandates and reauthorization of IDEA.

15. Collaborates with instructional and support personnel on placement and instruction of special education students. In conjunction with principals and the superintendent, monitors performance of special education professionals and support staff.
16. Maintains lines of communication among students, parents, and staff involved with special education programs. Interacts with community and state agencies as they are involved in the special education programming process.
17. Holds responsibility for the Special Education Plan, Special Education budgeting and reporting, Special Education liaison, Special Education Advisory Committee (teachers and administrators), and Special Education Parent Advisory Committee.
18. Coordinates special education evaluations and assessments.
19. Supervises, in cooperation with building principals, the following staff: Gifted Program, Special Education staff and program Intervention Specialists, Special Programs staff
20. Assists MCA leadership team with District professional development.
21. Serves as a member of the District's Threat Assessment Team
22. Maintains awareness of documented caseloads for Special Education teachers.
23. Advocates for equitable distribution of IDEA funds from the Central Susquehanna Intermediate Unit.
24. Assists in supervision and hiring of professional staff along with other District administrators; observes teachers and instructional/non-instructional support staff.
25. Coordinates and supervises services provided to identified gifted students. Oversees the development of gifted individual education plans (GIEPs) and monitors compliance with state (Chapter 16) and federal mandates.
26. Assists in the facilitation of pre-referral intervention services to ensure least restrictive practices, quality interventions, and screening data.
27. Holds responsibility for IDEA (Individuals with Disabilities Education Act) Annual Report, state reports and surveys.
28. Supervises the School Psychologist and speech/language therapists to ensure that appropriate services are provided in accordance with all state and federal regulations.
29. Responds in a timely fashion to parental concerns and issues raised by community groups, by telephone, in writing, and in person at conferences and public meetings.
30. Monitors the implementation of all grant-funded projects for the Special Education and Student Services Department such as ACCESS and Contingency Funds.
31. Develops the Special Education Department Budget.
32. Convenes regular special education staff team meetings, at least monthly, that will involve appropriate educators to ensure across-the-board communication and collaboration between and among all administrators, counselors, school psychologist, mental health agency representatives, etc.
33. Performs any other task assigned by the Superintendent of Schools.