

OFFICIAL POSTING
CATSKILL CENTRAL SCHOOL DISTRICT
Central Administration
Catskill, New York 12414

Posting Date: December 20, 2019

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

ANNOUNCING THE FOLLOWING EXTRA-CURRICULAR OPPORTUNITY FOR 2019 - 2020

Position: Assistant to the Superintendent for Special Education
Assignment: Catskill Central School District
Salary: Commensurate with Experience
Effective: As Soon as Possible
Reports to: The Superintendent of Schools

JOB DESCRIPTION

ASSISTANT TO THE SUPERINTENDENT FOR SPECIAL EDUCATION

Qualifications

- Appropriate NYS School District Administrator certification.
- minimum of 5-10 years of administrative experience
- CSE, PPS, and/or Special Education and Curriculum and Instruction experience
- Knowledge of Special Education Law and Regulations
- Knowledge of integrated co-taught instruction
- Knowledge of designed instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to manage build a special education budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Strong communication, trustworthy, reliable, follow-through with tasks, able hold people accountable, public relations, and great interpersonal skills

Performance Responsibilities

- Organization and Leadership
 - Supervise the staffing and programs of special education, guidance and support staff.
 - Coordinate district-wide professional development for the pupil personnel department.
 - Responsible for securing and monitoring all grants and State funding for special education. This includes all district expenditures in the area of special education.
 - Develops procedures to ensure that the District meets all mandated special education requirements.
 - A professional who collaboratively with administration and professional staff to determine appropriate programs and strategies to address student needs.
 - Coordinates and monitors student and staff projections as they relate to special education services.
 - Serves as Hearing Officer for complaints made by students under Section 504 of the Rehabilitation Act.
 - Identifies and monitors all Special Education programs and services for operational effectiveness and make changes or recommendation for improvement

- Prepares New York State Education Department (NYSED) reports
- Schedules school psychologist, school social workers, speech and language therapists, occupational therapists, physical therapists, and registered nurses
- Coordinates the guidance, psychological, health, and social casework counseling services
- Responsible for Federal reporting
- Explores possibilities for additional state and federal grants
- Oversees Medicaid billing, private school billing, and high-cost processes for in-District students
- Prepares claim forms for Special Education department
- Oversees IST process and training of all IST Chairpersons
- Students
 - Enables all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with student learning
 - Directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance, mental health, or learning disabilities
 - Oversees the evaluation and interpretation of the educational progress of students
 - Someone who visits classrooms and gets to know students
 - Collaborates in a professional manner with teachers, principals, and other school personnel to design appropriate interventions for the modification of student behavior
 - Provides technical assistance to Instructional Support Teams (IST)
 - Develop procedures to ensure the effective coordination and implementation of Section 504 accommodation plans for students.
- Liaison
 - Liaison with NYSED
 - Liaison to the various offices and community agencies that may provide specialized programs or professional help to students and their parents, and serves as the referral agent to those offices and agencies (ie Youth Employment Staff, guidance service centers, state employment service, and community agencies, colleges and universities)
 - Liaison with community mental health clinics, special schools, consulting medical doctor consulting psychiatrists, and other resources offering therapeutic services
 - Work with foster care agencies and homeless shelters on the education of students under their care
 - Oversees the placement of individual students-at-risk in alternative educational situations
 - Liaison to non-public schools
- Supervision
 - IST procedures

- School Counselors
 - Health Services
 - Home Instruction
 - Home Schooling Reporting
 - Homeless Services
 - Special Education Budget
 - School Nurses
 - School Psychologists
 - School Social Workers
 - STAC and Medicaid processing and billing
 - Special Education Program
 - Speech and Language Therapists
 - Staff members designated by the Superintendent
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent

REPORTS TO: Superintendent of Schools

SALARY: Commensurate with Experience

To apply: Fingerprint Clearance will be required. Please submit a letter of interest, proof of certifications, completed application of employment, which is found on District website, and a list of references to:

Dr. Ronel Cook, Superintendent
343 West Main Street
Catskill, NY 12414
rcook@catskillcsd.org
Fax 943-7116

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.