

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

Posting Date: October 20, 2022

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

ANNOUNCING THE FOLLOWING VACANCIES FOR 2022 – 2023

Position: Coordinator of Special Education
Assignment: Catskill Central School District
Effective: Until Filled
Deadline: November 20, 2022
Salary: \$90,000 - \$105,000 based on experience

Reports to: Assistant to the Superintendent of Special Education

Qualifications:

1. Certificate – New York State SDA or SDL
2. Have the ability to perform essential functions
3. Possess a satisfactory fingerprinting clearance
4. Meet all state and federal qualifications

Requirements:

1. Is mobile for extended periods of time based upon required tasks
2. Is mobile to travel distances inside school facilities
3. Is able to withstand emotional stress
4. Can tolerate many types of situations and personalities
5. Maintain professional attitude
6. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies

Essential Functions:

The Coordinator shall:

1. Communicate effectively in English both orally and in writing on a college level
2. Read and comprehend written material on a college level
3. Set an example of a stable emotional climate for parents, staff, and students to model
4. Adequately supervise students in all settings
5. Dress appropriately
6. Ensure a safe and stable environment for students
7. Be available for inservice programs that will enhance teaching and interpersonal skills
8. Be computer literate
9. Demonstrate understanding and interpretation of test findings and classroom dynamics
10. Demonstrate appropriate language usage
11. Recommend educational strategies and curriculum adaptations
12. Maintain professional attitudes
13. Demonstrate an ability to cooperate toward district goals
14. The incumbent in this non-supervisory position may not make judgmental decisions affecting other certified, professional staff

Duties:

The Coordinator of Special Education shall be directly responsible to the Assistant to the Superintendent for Special Education. Duties may include, but are not limited to, the following:

1. Schedules and conducts CSE and/or CPSE meetings
2. Reviews cases scheduled to insure that all necessary and relevant information has been completed prior to the meeting
3. Communicates with parents, staff and agencies regarding CSE/CPSE meetings and recommendations
4. Keeps appropriate committee minutes
5. Coordinates CSE/CPSE activities with the State Education Department
6. Participates in impartial hearings
7. Coordinates the aging-in and/or aging –out process with the district, county, and state
8. Leads the team in writing IEPs (Individual Education Plans)
9. Arranges for assessments of students referred to the CSE/CPSE
10. Assists in State Education Department reviews
11. Arranges and monitors summer school placements
12. Consults with the LITs (Learning Improvement Team) regarding Response to Intervention procedures, evaluations, laws and regulations
13. Assists with designing and presenting appropriate staff development programs
14. Assists the Assistant to the Superintendent for Special Education in making program arrangements for preschool and school age children

15. Performs other related duties as assigned by the Assistant to the Superintendent for Special Education

Evaluation:

Performance of the position of Coordinator of Special Education will be evaluated by the Assistant to the Superintendent for Special Education

Please apply to:

Mr. Thomas Bongiovi, Interim Superintendent
343 West Main Street
Catskill, NY 12414
518-943-7116 Fax
mfavicch@catskillcsd.org

Fingerprint clearance required. Employment applications can be downloaded at <https://catskillcsd.org/employment/> . 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, gender identity or expression, pregnancy, 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.