

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **September 21, 2021**

POSITION: Assistant Director of Pupil Personnel Services – FT Probationary

ROLE DEFINITION:

Under the direction of the Director of Pupil Services, this position provides leadership, coordination and supervision of the District's Pupil Services programs and staff.

RESPONSIBILITIES include but are not limited to:

1. Assists the Director of Pupil Personnel Services with overseeing and coordinating all pupil service programs, including:
 - Special education programming
 - Related services to include guidance, social work, psychological, speech & language, occupational therapy and physical therapy services
 - Other assigned programs (i.e., home instruction, home schooling, homeless youth, etc.)
2. Evaluates assigned programs on an ongoing basis and recommends changes, as needed, for efficiency and effectiveness;
3. Coordinates curriculum development, program implementation and staff development for pupil services and special education staff;
4. Plans for Special Education department meetings collaboratively with the Special Education Curriculum Leader, CSE Chair people and Special Education School Improvement Specialist (SEIS);
5. Knowledgeable of all legal requirements, trends and practices pertaining to special education and other pupil service programs; disseminates professional information to district and building administrators;
6. Assists in developing district procedures in compliance with regulations, law and policy;
7. Recommends special education staffing needs and assists in the recruitment, selection, hiring and evaluation of pupil services personnel;
8. Demonstrates an understanding of the Annual Professional Performance Review (APPR) and all-encompassing processes;
9. Establishes and maintains a positive working relationship with the State Education Department, Federal government agencies, BOCES, social and mental health agencies, and other school systems;
10. Establishes and maintains effective communication with faculty, staff, parents and administration;
11. Facilitates the sharing of information among teachers, administrators and other appropriate school personnel to ensure understanding of the students' needs and proper delivery of special education services;
12. Assists with developing budget recommendations and providing expenditure control on budgets for assigned groups;
13. Participates in Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meetings providing additional expertise, as needed;
14. Conducts manifestation determination hearings, as needed;
15. Ensures that the operations of the Committee on Special Education are focused on the goals and objectives of the school district;
16. Collects and monitors documentation that is needed for presentations to the Committee on Special Education;
17. Reviews Individualized Education Plans (IEP) to ensure goals and objectives are appropriate to demonstrated needs; monitors services set forth in IEP;

RESPONSIBILITIES (cont'd):

18. Assists with recommendation of class placements for students with disabilities new to the district;
19. Assists with recommendation of out-of-district placements for individual students with special needs in educational programs and venues best suited to their needs pursuant to the work of the CSE;
20. Coordinates summer services for students with disabilities
21. Ensures the implementation of proper due process procedures pursuant to IDEA and Part 200, Section 504, ADA and ESSA
22. Oversees the special education data collection process and coordinates assistive technology; evaluates and provides training
23. Maintains accurate records, regarding special education enrollment, special education teachers and their assignments
24. Maintains manuals, handbooks, guidelines and procedures for education of students with disabilities for staff, students and parents
25. Performs such other duties as may be assigned by the Director of Pupil Personnel Services

ASSIGNMENT: District

REPORTS TO: Director Pupil Personnel Services

REQUIREMENTS:

SDA or SDL certification and valid NYS Special Education teacher certification. Five (5) or more years of experience in public school administration, supervision and/or teaching. Must have successful leadership experience in an urban school district setting; successful experience as a teacher/pupil personnel service provider (ideally of at-risk students); comprehensive understanding of special education, classroom instruction and CCLS; and demonstrate integrity, empathy, a commitment to individualized learning, a belief that all students can achieve, as well as strong communication and organizational skills.

EFFECTIVE DATE: Immediately

SALARY: Compensation commensurate with education and experience per TAA contract

CLOSING DATE: Posting will remain open until position has been filled

All applications will be accepted through OLAS only
<http://olasjobs.org/>

*In accordance with SAVE Legislation
fingerprint supported criminal background check required for selected applicant.*

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.
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