



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Administrator of Special Education*

PURPOSE OF POSITION:

The Administrator of Special Education will provide direction, continuity, supervision and support to various departments and personnel

REPORTS TO: Superintendent of Schools

SUPERVISES: District wide Special Education staff including Evaluation TEAM Chairpersons, social workers, psychologists, and therapists.

PERFORMANCE RESPONSIBILITIES:

1. Establish procedures and exercise supervision over the identification, referral, assessment, and evaluation of students in need of special services
2. Evaluate existing programs and recommend changes as required
3. Provide leadership in establishing new programs as needed
4. Develop budget recommendations and maintain expenditure controls for all department functions
5. Perform duties of special education administrator, as described in 603 CMR 28.00 state regulations
6. Supervise all special education services
7. Serve as Section 504/OCR Coordinator to ensure compliance with federal regulations relating to non-discrimination of the disabled
8. Arrange transportation for all special needs students
9. Remain current of legislation and information impacting special education, Section 504 and transportation
10. Interpret such information, directly or through in-service training to school personnel and community as appropriate
11. Evaluate and supervise staff according to terms of agreement between the Triton Regional Teachers' Association and the Triton Regional School Committee
12. Participate in recruitment, selection and assignment of special education staff
13. Participate, support, select, or develop, as appropriate, in-service training for special education staff
14. Prepare documents and data required for state and federal reports and reimbursements

15. Evaluate and review placement of students in out-of-district schools, hospital placements and home tutoring programs
16. Seek and secure resources through grants and reimbursements
17. Act as the liaison and to foster an effective working relationship between the District and Special Education Parent Advisory Council (SEPAC)
18. Perform such other tasks as may be assigned by the Superintendent of Schools

QUALIFICATIONS:

1. A Master's Degree in a relevant discipline from an accredited college or university
2. Licensed or qualified to hold a license as a Special Education Administrator – All Levels from the Commonwealth of Massachusetts
3. At least five years successful teaching experience
4. Successful experience working on school-wide and/or district-wide initiatives
5. Exceptionally, such alternatives to the above as the Superintendent of Schools may find acceptable

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$110,000 - \$130,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators