

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Director of Special Education & Student Services
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator and Supervisor Certificate issued by the State Department of Education. Five years of serving students with special needs or related field such as school psychology or social work. At least two years' experience in administration preferred: general administration, special education law, and/or leadership of instruction for special needs children.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Superintendent of Schools
- V. JOB GOALS:
To maintain and sustain a Special Education team which is collaborative and supportive of one another and with the families and students of Fairfield.

To monitor the implementation and compliance with State and Federal laws, regulations and guidelines regarding Special Education and related services, which includes appropriate programming and reporting.

- VI. MAJOR RESPONSIBILITIES:
 - A. Administration
 - 1. Serve on the Superintendent's Leadership Team.
 - 2. Attend Board of Education meetings and work sessions to serve as advisor and resource person.
 - 3. Work with the Superintendent to develop, monitor, and manage the annual budget for Special Education.
 - 4. Oversee all Planning & Placement Team processes which involve district level intervention:
 - a. Prepare agenda and case material.
 - b. Secure necessary evaluations and supporting documentation.
 - c. Oversee Individual Education Program (IEP).
 - d. Implement/monitor follow-up assignments as per IEP.
 - 5. Supervise the work and evaluate the Central Office staff in the Special Education and Student Services department.

6. Oversee and manage the state reporting system for special education and student services as required for state reporting.
7. Prepare proposals, manage the program, and submit reports for funds under the various grant programs of the State and Federal government.
8. Insure compliance with State and Federal regulations.
9. Oversee Title IX and 504 compliance across the district in collaboration with Legal Services.
10. Manage the compliance and financial reports of Connecticut General Statutes § 10-253 which includes foster placements in Special Education, both in and out of the Town of Fairfield.
11. Oversee the entry, production and distribution of all IEP's completed in Fairfield Public Schools through the use of a computerized system in order to maintain compliance.
12. Oversee the Special Education Coordinators, BCBA's, Lead Teacher Psychologist, and others as needed or assigned.
13. Collate Suspension Reports and high school Special Education Failing List information from the principal team and recommend follow-up action as appropriate.
 - a. Submit annual report to the Superintendent on suspensions and expulsions.
 - b. Submit monthly failing report to the Superintendent, Chief Academic Officer, and Director of Innovation to inform of special education success rate.
14. Collaborate with Special Education Coordinators and Principals to assist and advise in decision making at the site level through the Scientifically Research Based Intervention system (SRBI).
15. With the Chief Academic Officer ensure an alignment and continuum of services from core instruction through interventions (SRBI) to the Special Education referral process.

16. Manage Due Process Hearings, as required by law, including:
 - a. Negotiate with parents or guardians in an effort to resolve issues.
 - b. Insure compliance with mandated procedures.
 - c. Prepare documentation.
 - e. Consult and plan with the Director of Personnel and Legal Services.
 - f. Assist members of the leadership team in providing strategies for hearings.
 - g. Manage the Due Process hearing with Legal Services and plan any follow-up necessary.
17. Manage and monitor the services in private day or residential placements.
18. Knowledge of current trends with instructional practice, legal issues, and changes in procedurally expectations from the State and Federal level.
19. Act as the liaison with the Special Education Parent Teacher Association (SEPTA) and the public to forge a collaborative relationship which keeps the community informed of opportunities available which can foster growth and understanding of students with special needs.

B. Personnel

1. Supervise and evaluate special education coordinators and personnel as assigned.
2. Coordinate the staff in the Special Education and Student Services department.
3. Provide input to all building principals in the evaluation of professional staff who are certified in the area of Special Education.
4. Visit Special Education classes and programs to collaborate with teachers, principals, para professionals, and specialty positions on how best to meet the needs of all children receiving services in Special Education.
5. Develop a strong rapport and team collaboration with all staff who work in Special Education.
6. Under the auspices of the Chief Academic Officer, propose annually a dynamic professional development program specifically for staff working in Special Education which will provide opportunities to share and learn from one another, and to enhance on-going knowledge in available tools, resources, and opportunities.

C. Program

1. Oversee the efficiency, effectiveness, and legal requirements of the following programs, with the assistance of the Special Education team:
 - a. Deaf Education
 - b. Special Education: Pre-School - Grade 12
 - c. School Psychologists
 - d. Social Workers
 - e. Speech/Language/Hearing
 - f. Guidance and Counseling
 - g. Student Records and FERPA Compliance
 - h. Alternative programming options for students with special needs
 - i. Child Find
 - j. Structure and Support of school site Planning & Placement Teams
 - k. Homebound Tutoring
 - l. Placement of students in out-of-district facilities
 - m. Physical Therapy
 - n. Occupational Therapy
 - o. Adapted Physical Education for Special Education
 - p. Visually Handicapped
 - q. Summer Program for Special Education