

LUZERNE INTERMEDIATE UNIT

Title: Director of Special Education **Date:** January 2010

Reports to: Executive Director **Approved by:** Executive Director

Job Summary: Insure that the Luzerne Intermediate Unit offers quality programs and services to our local school districts and every child we service receives a free and appropriate public education (FAPE).

Primary Duties and Responsibilities:

1. Prepare LIU Special Education Plan on yearly basis for PDE compliance
2. Prepare the programmatic input for the special education budget regarding programs and related services for local school districts.
3. Prepare the programmatic input for the IDEA budget for PDE
4. Assist in developing CORE budget for the LIU based on PDE review
5. Assure the daily operation of all special education programs and related services provided by the intermediate unit
6. Respond to daily inquiries from parents, staff, administration, etc., regarding a wide variety of issues pertaining to special education.
7. Provide substitutes and/or coverage for programs when personnel utilize sick or personal time.
8. Conduct interviews and make personnel recommendations to the Executive Director
9. Prepare the ESY program for students in the intermediate unit and school district operated programs which include securing sites, making staff recommendations, obtaining instructional materials, transportation, etc.
10. Provide systemic professional development for staff. Oversee the operation of ancillary programs, OVR fee for service, mentoring corner store, transition and job shadowing project.
11. Participate on local school districts, IU and statewide committees

12. Conduct monthly staff meetings for district special education directors, psychologists, supervisors, professional development staff and itinerant personnel
13. Attend IEP meetings and CASSP reviews on an as needed basis
14. Approve all requisitions for materials, supplies, copying, etc
15. Attend regional and statewide director's meetings on a monthly basis.
16. Monitor, improve and expand programs and services in special education.
17. Coordinate events associated with special education.
18. Evaluates the IU programs on a yearly basis
19. Prepares monthly board motions for review and consideration by the LIU Board of Directors
20. Determine appropriateness of course work and movement on horizontal schedule and make recommendation to the executive director
21. Prepare monthly reports for the Executive Director on program developments
22. Performs other duties as assigned by the Executive Director

Requirements and Qualifications: Proper Pennsylvania administrative certification is necessary. Five (5) years experience in multiple areas of public education, including elementary or secondary school instruction and administrative/supervision. Masters degree is necessary. Superintendents Letter of Eligibility and/or Doctorate degree preferred. Excellent communication skills are necessary, both oral and written. Knowledge of federal and state law related to special education. Ability to directly supervise approximately 275 employees. Position requires sitting, standing, walking or moving throughout the building. Must be able to verbally communicate effectively. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside environmental conditions. Travel within and out of the IU; requires some travel within and over night conferences are required. Valid PA Supervisor of Special Education certification; previous supervisory experience required. Strong technical, interpersonal, decision-making, and leadership skills. A working knowledge of Special Education budgets; IDEA laws and funding; State reporting; Early Intervention; Medical Access funding; Continuum of Services.

The deadline for submission is March 1, 2010