

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Director of Special Education

**REPORTS TO:** Superintendent of Schools

**JOB SUMMARY:** Oversees all school district K-12 special education programs and services.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Serves as a member of the Superintendent's Cabinet.
4. Serves as liaison for students enrolled in programs with the Intermediate Unit and other outside facilities in the area of special education.
5. Facilitates and implements staff development related to special education and coordinates staff meetings.
6. Ensures compliance with federal and state regulations as they pertain to Chapter 14, 15, as well as Chapter 16 regulations.
7. Coordinates the Special Education Identification Process as required by IDEIA.
8. Completes PennData information for all special education students as required by Pennsylvania Department of Education.
9. Assists in the recruitment of new staff.
10. Evaluates and implements instruction and curriculum and make recommendations regarding special education programs and services.
11. Coordinates state assessments for special education students in the district and in special education programs.
12. Serves on a variety of district-wide committees in order to set goals, evaluate programs, and make improvements.
13. Serves as liaison with the community and parents, in regards to special education issues, through a variety of means
14. Serve as a resource for teaching strategies, behavior management, parent conferences, etc.

15. Coordinates special education homebound and in-home instruction programs.
16. Facilitates/coordinates district's Crisis Trauma Team.
17. Facilitates and monitors medical ACCESS program.
18. Coordinates special education placements outside of the public school system.
19. Supervises program delivery by speech language therapists, school psychologists, home-school visitors, and gifted.
20. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in teaching in the special education or in the related field. Master's degree in special education or related field is necessary. Must possess Pennsylvania Special Education. Supervisory certificate. Develops special education budget through general fund, IDEA, and other funding services. Knowledge of special education law, disabilities, programmatic needs of student, and current trends and techniques in the field is necessary.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office/classroom environment. Subject to inside and outside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills and conflict mediation skills

**CLASSIFICATION:** Professional staff; Cabinet level position; 12 month classification. Cabinet Code – L.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

9/18/06-bac