

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 20-21-152
FEBRUARY 2021**

**COORDINATOR OF
STUDENTS W/ EXCEPTIONALITIES
(SPECIAL EDUCATION)**

RE-POST

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**COORDINATOR OF STUDENTS WITH EXCEPTIONALITIES
(SPECIAL EDUCATION)**

APPLICATION

Candidates must complete an application available through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:

Candidates must hold a Master's degree from an accredited college or university, a permanent New York State teaching certificate in Special Education or School Psychologist, and a New York State certification as a District Level administrator (SDA or SDL). The candidate must demonstrate:

- An advanced understanding of instructional strategies for students with autism, developmental delay, specific learning disabilities, and behavior disorders.
- Strong skills in partnering with families.
- Excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, families, and community members.
- A commitment to meeting the needs of a diverse student population.
- A track record of being a team player and community minded.
- A commitment to professional learning and growth.
- Have excellent time-management skills, attention to detail, and ability to work independently.
- A passion for urban public schools.
- Adherence to a high level of professional and ethical standards.

Candidates must have a minimum of three or more years of certified experience with students with disabilities. Experience at a Supervisory level preferred. Candidates with prior experience in an urban school district with a large racially, linguistically and ethnically diverse populations are encouraged to apply. Bilingual candidates are encouraged to apply.

Candidates teaching experience must have been in a K-12 environment.

DUTIES:

The Poughkeepsie City School District (PCSD) focuses on providing students and parents with pathways to opportunity that will lead to achievement and success. The Office of Students with Exceptionalities seeks to work collaboratively with District and non-District stakeholders to promote Equity, Access and Inclusion, with continuous quality improvement and effective resource utilization in executing its commitment to

students and parents. Under the direction of the Executive Director for Students with Exceptionalities, the Coordinator will be responsible for working with school staff and community partners to create safe, healthy, and welcoming school environments that foster children's social, emotional, and wellness development.

The Coordinator will also be responsible, but not limited to, the following duties:

- Maintain knowledge of current Special Education regulations and best practices.
- Support general and special education teachers and administrators in classroom instruction through frequent classroom visitation and feedback.
- Support implementation of accommodations and modifications for students with IEP's and 504 plans in the general education classroom and during Special Education service time.
- Analyze assessment results to drive instruction and IEP development.
- Develop and assist with appropriate behavior management techniques for students with special needs.
- Coordinate progress report completion in accordance with district guidelines.
- Develop IEPs in accordance with federal, state and district standards.
- Create and maintain Special Education documentation as required by federal, state and district regulations.
- Manage IEPs in the district's IEP management system.
- Ensure regulatory compliance of assigned caseload.
- Complete weekly reporting documents for assigned sites.
- Manage relationships with outside vendors to ensure students receive all individually prescribed IEPs services (i.e. Occupational Therapy, Language and Speech, etc.)
- Coordinate formal assessments for related services with providers and outside vendors.
- Schedule and facilitate CPSE/CSE/504 meetings in a collaborative and professional manner.
- Coordinate and facilitate professional development
- Provide direct services to students with special needs and parents/guardians of said students, as needed and assigned by the Executive Director of Students with Exceptionalities..
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them apprised of student progress.
- Conduct home visits as needed.
- Provide special education program leadership at assigned sites.
- Coordinate, organize, and supervise the Extended School Year Program (ESY).
- Compile and organize data relevant to local and state reporting.
- Other pupil personnel services as assigned by the Executive Director of Students with Exceptionalities.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: Administrator's salary schedule.

FUND #: District General Fund

FINAL DATE

FOR FILING:

Open until filled

**SEND LETTERS OF INTEREST,
RESUMES OR APPLICATIONS TO:**

Dr. Iris Goliger
Executive Director of the Office for Students with Exceptionalities
18 South Perry St.
Poughkeepsie, NY 12601

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy. The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.