

DIRECTOR OF SPECIAL EDUCATION

The Bellefonte Area School District is currently seeking a Director of Special Education. The Director of Special Education is responsible for the overall operation and management of the Special Education department.

Qualifications include:

- Minimum - Instructional II Certification, PDE Supervisor of Special Education Certification
- Minimum - At least 5 years of experience in the field of special education, including at least 3 years of classroom experience. Experience in an administrative, supervisory or leadership capacity preferred.

Key responsibilities and job requirements including, but not limited to:

- Supervise, coordinate, and evaluate all special education staff
- Provide support and training to existing special education special education staff as needed
- Coordinate curriculum development/writing in adapting curriculum
- Collaborate with District personnel and peers for the purpose of implementing and maintaining special education services and programs
- Generate reports to serve as a resource for parent, school personnel and Board of Education
- Plan and generate department budgets that are fiscally responsible
- Participate in personnel functions, such as recruitment, interviewing, hiring, and evaluation for the purpose of maintaining adequate staffing and matching staff to student needs
- Prepare and maintain ongoing instructional programs and support services for students for the purpose of providing FAPE to each eligible student
- Work collaboratively with other administrators and building principals for the purpose of meeting students' needs
- Possess an extensive knowledge of federal and state regulations with regard to special education and plan accordingly
- Possess excellent managerial, interpersonal, communication and problem-solving skills

All applications need to be submitted online at <https://bellefonte.tedk12.com/hire/ViewJob.aspx?JobID=1728>. Please do not submit hard copies or email back-up documents.