

Director of Special Education (K-12)

Fannett-Metal School District

Address:

P.O. Box 91, 14823 Path Valley Rd., Willow Hill, PA 17271

Description:

Anticipated DIRECTOR OF SPECIAL EDUCATION (Grades K-12), permanent full-time position available. Enrollment is approximately 425 students. Candidate must have a valid PA certification for Supervisor of Special Education (CSPG-91) Permanent or equivalent, minimum of five years of successful learning support teaching experience and minimum of two years of successful supervisory experience preferred. Candidate must be able to provide leadership, coordination, supervision, and management for all special education programs, with an emphasis on the supervision of the K-12 special education programming; coordinating with school district personnel to meet the needs of each individual learner and providing the best care, safety, welfare, and security for the students in our care. Interested candidates will need to provide a signed cover letter, resume, certification/licenses, transcripts, signed PDE-6004 form (Act 24 and 82), current Acts 31, 34, 151, 168, TB test results and FBI fingerprint clearances dated within one year and three current letters of recommendation. Send completed application and all other required documentation to: Ms. Sandy Bloom, Administrative Secretary, Fannett-Metal School District, P.O. Box 91, 14823 Path Valley Rd., Willow Hill, PA 17271. Applications received by Monday, January 25, 2021 no later than 3:00 PM will be given priority. Position open until filled. EOE

Contact Information:

Sandy Bloom

(717) 349-3009

blooms@fmtigers.org

DIRECTOR OF SPECIAL EDUCATION - POSITION SUMMARY: This position is responsible for the overall management of the Special Education Programs in the school district. It requires an extensive understanding of state and federal regulations, curriculum, budget, and federal programs. This person is also required to make presentations to the school board.

Essential Functions:

- Provides leadership for the development of programs in the area of Special Education
- Administers the Special Education program for the district
- Interprets state and federal regulations for the district as they are related to Special Education
- Develops and monitors budgets for the operation of assigned programs and services
- Recommends new employees for the special education staff
- Monitors appropriate federal and state grants programs
- Supervises the Special Education Staff
- Oversees Special Education legal/due process issues
- Ensures compliance with IDEA, 504, Chapter 16 laws, state and federal regulations
- Coordinates Special Education, guidance, psychological, and health services programs for the district and Special Education staff development
- Supervises the Gifted Programs
- Serves as a liaison between the Superintendent, educational and community agencies
- Performs other duties as assigned by the Superintendent

Education and/or Certification Required:

- Master's degree in Special Education or a related field
- PA Certification as a Special Education Supervisor

Experience Needed:

- 3 years minimum experience as a Supervisor of Special Education preferred
- 5-7 years minimum experience as a Special Education Teacher
- Experience with more than one type of disability preferred

Requisite Skills:

- Must have an understanding of legal issues regarding Special Education
- Excellent oral and written communication skills
- Strong interpersonal skills
- Ability to interact with diverse groups of people
- Ability to remain calm in pressure situations
- Work under timelines
- Flexibility