

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
SPECIAL EDUCATION ASSOCIATE – Committee on Special Education**

Summary: Assist the Director of Pupil Personnel Services in the leadership, direction and supervision of CSE meetings. The Committee on Special Education Associate reports directly to the Director of Pupil Personnel Services. The position includes the duties and responsibilities below and other functions as assigned by the Director of Pupil Personnel Services.

Conduct CSE meetings and complete all associated paperwork, develop Individualized Education Programs (IEPs), oversee CPSE, facilitate team meetings, supervise and evaluate special education staff, other tasks as assigned by supervising administrators.

Qualifications: Must possess valid NYS School District Leader (SDL) or School District Administrator (SDA) Certification, prior experience as a Special Education teacher, Speech teacher, School Social Worker, Psychologist, Board Certified Behavior Analyst (BSBA) or Special Education/Pupil Personnel Administrator. Must be familiar with Special Education Regulations and CPSE Regulations.

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Conducts initial referrals and sub-committee CSE/CPSE/504 meetings and complete all associated paperwork.
2. Works with the CSE/CPSE/504 teams to develop Individualized Education Programs (IEPs) and 504 Plans.
3. Oversee the CPSE Chairperson and work collaboratively with out of district service providers.
4. Establishes effective communication and maintains positive relationships with district administrative offices, students, staff, parents, and community.
5. Participate in the Crisis Prevention Institute (CPI) training and provide initial training and refresher courses to the district staff.
6. Conducts observations of PPS staff as assigned by the Director.
7. Assists in the recruiting, screening, interviewing, hiring, training, and evaluating of the building staff.

8. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
9. Assists in the communication, implementation, and observance of all Board policies and regulations by staff and students.
10. Will be responsible for completing other tasks as assigned by supervising administrators.

Reports to:	Director of Pupil Personnel Services
Prepared by:	James Donovan
Approved by:	Dr. Roberta Gerold, Superintendent of Schools