

HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801

Ms. Rosemarie Coletti
Assistant Superintendent for Personnel

ANTICIPATED ADMINISTRATIVE VACANCY

POSITION: ASSISTANT DIRECTOR of SPECIAL EDUCATION and PUPIL PERSONNEL SERVICES
GRADE 6 through GRADE 12

START DATE: Fall 2016

LOCATION: District Office

DESCRIPTION: Reporting to the Director of Special Education and Pupil Personnel Services, the Assistant Director will be responsible for the administration and supervision of the District's Comprehensive Grade 6 through Grade 12 Special Education and Pupil Services programs and related services.

MINIMUM QUALIFICATIONS INCLUDE:

1. Valid NYS Administrative Certification: School District Leader (SDL)/School District Administrator (SDA);
2. Valid NYS Special Education Teacher Certification;
3. Minimum of 5 years of effective Special Education teaching experience;
4. Minimum of 5 years of effective Special Education administrative experience.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Providing instructional leadership for all Grade 6 through Grade 12 Special Education and Pupil Services programs;
2. Directing and monitoring Individual Education Plan (IEP) and Section 504 processes;
3. Coordinating compliance with all Federal, State and local laws and regulations governing the education of students with disabilities;
4. Monitoring out-of-district placements and related services;
5. Supervising departmental support staff and CSE/CPSE Chairpersons;
6. Conducting performance observations of department personnel;
7. Evaluating annually the performance of all Grade 6 through Grade 12 program personnel, including special education teachers, speech teachers, school psychologists, school social workers, registered nurses, teaching assistants, and developing plans for performance improvement;
8. Participating in the recruitment, selection, scheduling and ongoing supervision of staff assigned to the Grade 6 through Grade 12 programs;
9. Developing recommendations for annual program budgets and monitoring those budgets throughout the school year;
10. Coordinating professional staff development opportunities;
11. Coordinating curriculum development processes;
12. Establishing goals for and monitoring progress of students;
13. Communicating and collaborating with Principals and other administrators regarding assignments for department personnel and programs for students;
14. Analyzing student/program data for State/Federal reporting and program evaluation purposes;
15. Completing all other duties/projects as assigned by the Director of Special Education and Pupil Personnel Services.

APPLICATION DEADLINE: October 31, 2016

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, current resume and evidence of current NYS administrative certification by application deadline to: Ms. Rosemarie Coletti, Assistant Superintendent for Personnel

This Vacancy Announcement satisfies districtwide position posting requirements.



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200 Division Avenue
Hicksville, New York 11801

Ms. Rosemarie Coletti
Assistant Superintendent for Personnel

ANTICIPATED ADMINISTRATIVE VACANCY

POSITION: ASSISTANT DIRECTOR of SPECIAL EDUCATION and PUPIL PERSONNEL SERVICES
PRE-K through GRADE 5

START DATE: Fall 2016

LOCATION: District Office

DESCRIPTION: Reporting to the Director of Special Education and Pupil Personnel Services, the Assistant Director will be responsible for the administration and supervision of the District's Comprehensive Pre-K through Grade 5 Special Education and Pupil Services programs and related services.

MINIMUM QUALIFICATIONS INCLUDE:

1. Valid NYS Administrative Certification: School District Leader (SDL)/School District Administrator (SDA);
2. Valid NYS Special Education Teacher Certification;
3. Minimum of 5 years of effective Special Education teaching experience;
4. Minimum of 5 years of effective Special Education administrative experience.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Providing instructional leadership for all Pre-K through Grade 5 Special Education and Pupil Services programs;
2. Directing and monitoring Individual Education Plan (IEP) and Section 504 processes;
3. Coordinating compliance with all Federal, State and local laws and regulations governing the education of students with disabilities;
4. Monitoring out-of-district placements and related services;
5. Supervising departmental support staff and CSE/CPSE Chairpersons;
6. Conducting performance observations of department personnel;
7. Evaluating annually the performance of all Pre-K through Grade 5 program personnel, including special education teachers, speech teachers, school psychologists, school social workers, registered nurses, teaching assistants, and developing plans for performance improvement;
8. Participating in the recruitment, selection, scheduling and ongoing supervision of staff assigned to the Pre-K through Grade 5 programs;
9. Developing recommendations for annual program budgets and monitoring those budgets throughout the school year;
10. Coordinating professional staff development opportunities;
11. Coordinating curriculum development processes;
12. Establishing goals for and monitoring progress of students;
13. Communicating and collaborating with Principals and other administrators regarding assignments for department personnel and programs for students;
14. Analyzing student/program data for State/Federal reporting and program evaluation purposes;
15. Completing all other duties/projects as assigned by the Director of Special Education and Pupil Personnel Services.

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