

MASON SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION ADMINISTRATOR

REPORTS TO: Superintendent

BASIC FUNCTION:

The Special Education Administrator is responsible for the planning and administration of the special education services in SAU #89, which requires close work with the principal, and school staff in meeting the needs of children. This position shall develop and maintain a system of special education services, capably staffed to provide high quality educational and supportive offerings. The Special Education Administrator shall develop and implement all necessary procedures to achieve these objectives within the financial allotments of local, state and federal sources, and in financial allocations of local, state, and federal sources, in accordance with federal and New Hampshire statutes, and the policies of the school board.

REPRESENTATIVE DUTIES:

- Contributes to the development of the total district and school philosophy of education
- Assists in the adoption of school policies to include special education needs
- Recommends policies and programs essential to the needs of exceptional children
- Keeps informed of all legal requirements governing special education
- Provides leadership in establishing new programs
- Supervises the student identification, referral and evaluation process and writing of Individualized Education Program (IEP) for all students with special needs ages 2.5 through 21.
- Supervises and coordinates special education services to address emotional, physical, social, cerebral, perceptual and learning needs that prevent students from progressing effectively in the regular education program
- Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed; provides, as required, comprehensive evaluations of programs and services to the New Hampshire Department of Education
- Establishes procedures for placement, evaluation, assignment and re-appraisal of students with regard to the special education services program; provides an orientation and transition program for students, and families, moving from one school to another
- Develops procedures for securing and scheduling related services (OT, PT, counseling, independent evaluation, transportation and so forth).
- Supervises and coordinates home instruction for homebound or hospitalized students
- Jointly recruits, supervises and evaluates special education staff with the School Principal.
- Prepares annual state Program Plan for Special Education and secures approval by the New Hampshire Office of Elementary and Secondary Education and applicable School Improvement Grants under Title 1
- Assumes responsibility for compiling, maintaining and filing all reports, records and other documents legally required or administratively useful
- Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes, (Register of Special Education students); assures records are maintained according to the regulations of the Office of Elementary and Secondary Education
- Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collection of tuition for out-of-district students and similar fiscal matters
- Provides training for regular and special education teachers to enhance student success and inclusion efforts

- Develops budget recommendations and provides expenditure control on established budget for special education; monitors special education vendor contracts
- Keeps informed of the state of financial aid for special education; writes state and federal grants, as well as completes the necessary filings in order to maximize the funding acquired to sustain and enhance the special education programming
- Interprets the objectives and programs of the special education services to the School Board, the administration, the staff and the public at large
- Serves as the Local Educational Agency for all special education students within the Mason School District
- Serves as the Court Liaison and Advocate for all Mason School District Students
- Oversees the operations of the Preschool operations and programming within the scope of student IEPs
- To plan for and provide instruction to students whose Individual Education Program requires an Extended School Year (ESY) and/or English for speakers of other languages (ESOL)
- Manage all 504, ADA, ESY and ESOL Compliance and Reporting

OTHER DUTIES:

- Supervises and participates in the Referral to the Student Study Team processes for the intervention planning for general education students that are not making satisfactory progress
- Manages all necessary information, including Catastrophic Aid Fiscal records, in the New Hampshire Special Education Information System NHSEIS
- Maintains a permanent inventory of equipment purchases for special education
- Makes recommendations on design, furnishings, equipment and location of new special education facilities
- Keeps informed of community services appropriate to the needs of special education students and uses such services as needed
- Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings and improved techniques; and for attending appropriate professional meetings or training
- Complete other tasks as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- All areas all of special education as defined in Ed 1102
- Theories of child and adolescent development and principles of learning
- A wide array of curriculum and instructional practices designed for students with disabilities to promote the development of critical knowledge and skills
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Grant writing techniques.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Financial and statistical record-keeping techniques.

ABILITY TO:

- Identify differentiating characteristics of individuals with various types and natures of disabilities, as well as recognizing the implications for the development and implementation of programs and services
- Operate a variety of office equipment including a computer and assigned software.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Maintain records and prepare reports.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Ability to perform duties in accordance with Mason School Board and Board of Education policies.

EDUCATION AND EXPERIENCE:

- Masters degree or Higher in Education from an accredited institution
- Special Education Administrator Certified or Certifiable by the New Hampshire State Department of Education.
- Have a minimum of 3 years of progressively responsible experience under a license or certification in related special education area(s), as documented by positive recommendations or evaluations from the candidate's supervisor(s) which demonstrate that the candidate has worked directly with students with disabilities in approved schools or program

WORKING CONDITIONS:

SCHEDULE:

Part-time on site, on average 2.5 days per week

Attend Board Meetings, Committee Meetings and other School Activities as required

Accessible during non-operating times for emergencies

Minimal Travel required, must have a car and valid NH driver's license

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

The Mason School District does not discriminate with regard to height, weight, gender, sexual orientation, race, religion, skin color, hair color, national, state or city of origin, ancestry/ethnicity or lack thereof, marital or parental status, political affiliation, age, physical or mental disability, or any other unlawful consideration perceived or real.

*Administration – Special Education Administrator
Adopted by Mason School Board 12 APR 2010
Revised Mason School Board Not Applicable*