

Special Education Department Chairperson

The Meriden Public Schools Special Education Department chairperson's duties include: serving as lead administrative designee at planning and placement team meetings (PPT's); assist building administrator in monitoring procedures, forms and timelines related to the identification and placement of students, and other related duties assigned by the Supervisor of Special Education or his/her designee. This position will be heavily involved in fostering a safe and an inclusive learning environment for students with special needs. This includes:

- Leading student threat assessments and PPT (Planning and Placement Team) meetings. To ensure students receive appropriate educational services in a safe and supportive environment.
- Providing guidance and support for families. Will work closely with families to develop and adjust Individualized Education Programs (IEPs) to address their concerns.
- Developing and adjust reentry plans when necessary
- Taking the lead when students experience crisis and require support services beyond the school or district.
- Overseeing restraint and seclusion protocols and ensuring appropriate documentation is reported and submitted.
- Facilitating and organizing non-public testing and PPT meetings.
- Leading case conferences for new students, touring families of new students and developing a transition plan for students entering into the program and exiting the program.
- Administrate Wilson and Spire reading or other appropriate reading programs for students.
- Assist in conducting reevaluations
- Responsible for evaluation of program staff as assigned by Assistant Superintendent for Pupil Personnel or designee.
- Fill in for absent program staff.
- All other associated responsibilities as assigned by the Assistant Superintendent for Pupil Personnel or designee.

Qualifications:

An undergraduate and/or graduate special education major is required. Applicants must hold a valid Connecticut comprehensive special education (K-12) certification, with endorsements **#065, #165 or #265**, and Connecticut Intermediate Administration or Supervision certification (**#092**). The successful candidate must have the ability, and the interest, to manage and adapt special education programming to fit students' needs. Preference will be given to applicants with previous successful special education teaching and department chairperson experience. The successful candidate must also have excellent interpersonal skills.