

## Special Education Director

### Positions:

1. Special Education Director (Secondary Focus): Middle School, High School, and Transition Programs.
2. Special Education Director (Elementary & Outplacement Focus): Pre-K, Elementary Programs, and District Outplacements.

**Reports To:** Assistant Superintendent of Student Supports and Elementary Education

**Work Year:** Supervisor Administrative Calendar + 10 Mandatory Summer Days (dates require approval from the Assistant Superintendent); days must be utilized within the specific school calendar year, with the exception of the current year 2025-2026, as a few carryover days may be necessary. Days may be split into up to 20 half days, depending on the department's needs. The days chosen will be determined by the department's needs, with the assistant superintendent's approval, and the director's preference will be considered.

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### Position Overview

The District is seeking two innovative and highly organized Special Education Directors to assist in leading our specialized programming. These leadership roles are responsible for helping facilitate the strategic development, implementation, and evaluation of special education services. Directors will be tasked with both tactical implementation and strategic leadership for special education programming within the district. Each Director is tasked with coordinating and supervising special education programs and evaluating relevant staff to ensure high-quality instruction, effective behavior intervention planning, and strict compliance with state and federal mandates. The responsibilities of both positions are subject to change as the work in the special education department evolves over time. Special education or one of the categories of pupil personnel services, certification is required.

### Primary Responsibilities

- Program Oversight: Responsible for coordinating and supervising special education programs, including system-wide implementation, monitoring, and evaluation of individualized plans for eligible students.
- Staff Leadership & Evaluation: Tasked with evaluating relevant staff, including conducting formative and summative evaluations of special education teachers, department leaders, supervisors, and related services personnel using BEST evaluation standards and Connecticut Teaching Competencies.
- Compliance & Expert Consultation: Maintain expert-level knowledge of Individualized Education Plan (IEP) requirements, IDEA, CT Statute 10-76, and Section 504.
- Instructional Leadership: Guide the development and implementation of specialized instruction, assistive technology, and data-driven curriculum for reading, mathematics, and social skills development.
- Mediation & Facilitation: Serve as an expert communicator and mediator, interacting with a diverse constituency to achieve productive, cooperative program outcomes.

### Summer Requirements

These positions include 10 additional working days (or up to 20 half days) during the summer months. These days are dedicated to:

- Providing administrative oversight of the Extended School Year (Summer School) program.
- Leading and facilitating PPT meetings and mediations that occur outside the standard school calendar.
- Strategic planning, staffing, and program development for the upcoming school year
- Other responsibilities as assigned by the Assistant Superintendent