

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Special Education Administrator Specialist

QUALIFICATIONS:

The Special Education Administrator Specialist (the "Specialist"), shall be certified in any one or more of the following areas: (1) Superintendent/Assistant Superintendent; (2) School Principal/Assistant School Principal (Pre-K - 6); (3) Supervisor/Director; (4) School Psychologist, or (5) Special Education Administrator. The Specialist shall possess a Master's Degree from an accredited college or university, and shall possess at least five years of successful work experience in the field of education, preferably special education or early childhood education. The Specialist shall possess such other qualities of academic, professional, and personal experience as the Superintendent may choose to require.

REPORTS TO:

Building Principal ("the Principal"), and will work collaboratively and under the programmatic direction of the Administrator of Special Education (the "Supervisor").

PERFORMANCE EVALUATION:

The Specialist shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the district, with input from the Supervisor.

REPRESENTATION STATUS:

Wachusett Administrators Association

JOB RESPONSIBILITIES:

The Specialist is a member of the Administrative Team. As a member of the Team, he/she shall provide leadership for the School District, and represent the Principal as appropriate at meetings. He/she shall be knowledgeable of changes in trends, laws, rules, or regulations in his/her area of expertise and provide reports to the Principal of his/her activities and as requested. The Specialist, in collaboration with and under the direction of the Administrator, shall develop individualized programs for children delayed in language, academic, and social development and shall oversee the Early Childhood Center. The Specialist, in collaboration with and under the direction of the Administrator, shall develop individualized programs for children delayed in language, academic shall be involved in developing and providing teacher/parent training programs in the area of child development and parenting.

In carrying out these responsibilities, the Specialist shall:

1. Coordinate the Early Childhood Center ("ECC") program and fulfill all responsibilities of a TEAM leader under federal and state special education law and regulations;
2. Coordinate, supervise, direct, and evaluate as appropriate all members of the ECC staff, including teachers and speech/language pathologists;
3. Monitor student developmental progress;
4. Act as a liaison for parents, special education administrator, and ECC staff;
5. Coordinate transitional placement;
6. Serve as resource staff member to the Special Education Parent Advisory Group;
7. Coordinate role model children service;
8. Hold and conduct staff meetings with ECC staff;
9. Participate in preschool screenings and coordinate intake evaluations;
10. Assist and participate in the budget process for Special Education and for the ECC;
11. Provide teacher/parent training programs on child development;

12. Conduct other duties and responsibilities as directed by the Principal, with input from the Coordinator of Special Education, including attending meetings as requested or required by the Principal (with input from the Coordinator of Special Education) and any other staff function as required by the Principal (also with input from the Coordinator of Special Education).

SUPERVISES:

Staff as assigned by the Principal and/or by the Administrator of Special Education.

WORK YEAR:

Two hundred days, and such additional number of days as is established for the position by the Superintendent of Schools.

3/14/02

Revised: 08/12/03

Approved by:

Alfred D. Tutela, Ph.D., Superintendent of Schools

Date: 08/12/03