

Newburgh Enlarged City School District
Job Description

TITLE:	Assistant Superintendent of Exceptional Learners
REPORTS TO:	Superintendent of Schools
QUALIFICATIONS:	<ol style="list-style-type: none">1. New York State Certification as a School District Leader (SDL), School District Administrator (SDA), or equivalent.2. Master's Degree required; Doctoral Degree in Educational Leadership, Special Education, or related field highly preferred.3. Minimum of 5 years successful leadership experience in Special Education administration, including direct oversight of compliance, personnel, and instructional programming.4. Demonstrated expertise in federal and state Special Education law, including IDEA, Section 504, ADA, and NYSED Part 200 Regulations.5. Proven ability to manage legal matters, including due process hearings, mediation, and corrective action plans in collaboration with legal counsel.6. Strong experience in budget development and fiscal management of general and special education funds (IDEA, Medicaid, high-cost reimbursements).7. Track record of supervising Special Education staff (CSE Chairs, Coordinators, Related Service Providers, etc.) and fostering professional growth.8. Deep understanding of inclusive practices, IEP development, Multi-Tiered Systems of Support (MTSS), and evidence-based interventions.9. Experience in data-driven decision making, including the use of compliance, academic, behavioral, and fiscal data to inform programming.10. Demonstrated ability to collaborate across departments and engage families and community partners in support of student success.

<p>General Statement of Duties</p>	<p>This position ensures high expectations and legal compliance across the Special Education continuum by providing structural oversight, instructional leadership, and cross-functional coordination. The Assistant Superintendent will ensure:</p> <ul style="list-style-type: none"> ● Full compliance with federal and state Special Education laws, including IDEA, Section 504, Part 200 Regulations, and ADA mandates. ● The district’s adherence to legal timelines, procedural safeguards, and due process rights for students with disabilities and their families. ● Oversight of the development, implementation, and monitoring of Individualized Education Programs (IEPs) in accordance with legal standards. ● Supervision of instruction and equitable service delivery to students with disabilities. ● Development and facilitation of professional learning, with an emphasis on legal requirements, compliance, and best practices. ● Collaboration with internal and external legal counsel to manage disputes, mediation, and impartial hearings. ● Transparent, proactive communication with stakeholders, including families, school staff, community organizations, and regulatory bodies. ● Strategic leadership in ensuring related services, transition planning, and access to inclusive opportunities are provided in accordance with the law.
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<p>DUTIES AND RESPONSIBILITIES :</p>	<ol style="list-style-type: none"> 1) Ensures the proper compliance to all Special Education laws and regulations and supervises the Exceptional Learner Division 2) Complete all NYSED required data collection reports and use the data to inform improvements 3) Develop and implement a professional learning plan for all department staff 4) Provide recommendations to the Superintendent and the Policy Committee on the updating of District Regulations, policies and procedures 5) Maintain knowledgeable of all Freedom of Information Law requirements 6) Ensure Medicaid compliance 7) Develop instructional delivery models based on programs on the district continuum 8) Ensures that all financial planning is completed collaboratively with the finance division and general/federal funding is leveraged 9) Will effectively communicate with District stakeholders including but not limited to parents, staff, media and members of the business community 10) Will participate on the Health and Safety Committee 11) Additional duties as assigned by the Superintendent 12) Oversee and evaluate program effectiveness using quantitative and qualitative data to ensure student outcomes improve across all subgroups, including students with disabilities 13) Lead strategic planning and development of district-wide initiatives to expand access to inclusive settings, differentiated instruction, and specialized services. 14) Coordinate and supervise out-of-district placements, ensuring appropriate services, alignment with IEPs, and cost-efficiency. 15) Manage compliance audits and corrective action plans in response to State Education Department reviews or due process complaints. 16) Develop and sustain cross-departmental collaboration, including Teaching & Learning, Human Resources, and Technology, to
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	<p>enhance the delivery of supports to exceptional learners.</p> <p>17)Provide leadership in crisis intervention, behavior management systems, and trauma-informed practices in collaboration with mental health and pupil services teams.</p> <p>18)Supervise and support Special Education leadership personnel, including Coordinators, Supervisors, and CSE Chairs, through regular performance evaluations and coaching.</p> <p>19)Ensure equitable access to resources, including adaptive technologies, instructional materials, and certified staff, across all buildings.</p> <p>20)Lead recruitment, onboarding, and retention efforts for highly qualified special education teachers, related service providers, and instructional assistants.</p> <p>21)Coordinate legal consultation and represent the district in impartial hearings, mediation, or settlement conferences as needed.</p> <p>22)Foster family and community engagement, including oversight of Special Education Parent Advisory Councils (SEPAC) and multilingual parent outreach initiatives.</p> <p>23)Monitor trends in special education litigation, state and federal legislation, and propose responsive district policy and practice changes.</p> <p>24)Ensure fiscal responsibility, including oversight of IDEA funding, high-cost student reimbursement claims, and budget planning aligned with student needs and district goals.</p>
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