

Newburgh Enlarged City School District
Job Description

TITLE:	Committee on Special Education/Pre-School Special Education (CSE/CPSE)
REPORTS TO:	Director of Special Education
QUALIFICATIONS:	<ul style="list-style-type: none">• New York State Permanent Certification in Special Education• Three to five years teaching experience preferably in special education, school psychology or related services• Experience chairing or participating in meetings of the Committees on Special Education/Pre-School Education• Knowledge of District Policies, New York State and Federal Regulations governing the education of students with disabilities• Facilitation/coach training is highly preferred
JOB GOAL:	To implement and monitor a process defined in Part 200 Regulations that provides students eligible for special education services with an IEP that reflects the student's present level of functioning and an educational plan for its providers.
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Ensures compliance with all required timelines• Complies with all Part 200 regulations specifically those pertaining to the referral process and student discipline• Ensures students with disabilities have access to participate in the general curriculum• Coordinates and facilitates the Committee on Special Education to develop and implement an IEP which includes annual goals based on information about a student's strengths, needs and present levels of performance.• Ensures that recommended supports and services are provided within the least restrictive environment to meet a student's needs and to assist student to be successful in the general education curriculum to meet grade level standards.• Ensures that teachers on the committee, including special education teachers and support personnel, are knowledgeable about the curriculum the school is using to implement the CCLS and are prepared and qualified to deliver high quality, evidence based specially designed instruction and support services.

	<ul style="list-style-type: none">• Develops annual IEP goals based on the student's grade-level curriculum• Enforces an environment whereby teachers explicitly engage in planning to address the needs of students with disabilities by identifying needed supports, services, accommodations, teaching strategies, learning strategies the student may need in each of the following categories; content, materials, environment, how learning will be measured, and how instruction will be provided.• Provides resources for parents of students with disabilities in IEP development and instruction• Finalizes all meetings and IEP completion in an accurate and timely manner• Other duties as assigned by the Director of Special Education
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