

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Director of Exceptional Learners</b>
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<b>REPORTS TO:</b>	Executive Director of Exceptional Learners
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Master’s degree in special education, education administration, or related clinical service area</li> <li>2. New York State SDA or SDL Required</li> <li>3. Three years successful years of supervisory or administrative experience in a Pre-K-12 public education setting required</li> <li>4. Knowledge of budgeting, special education program administration and evaluation</li> <li>5. Strong interpersonal and leadership skills that ensure productive interaction and effective team building</li> <li>6. Excellent oral, written communication and presentation skills</li> <li>7. Proficient in Microsoft Word, IEP Direct and Infinite Campus computer applications and data management</li> <li>8. Ability to use effective public relations, interpersonal, organizational, leadership and supervisory skills for the successful implementation of special education and related services</li> <li>9. Knowledge of the NYS Common Core Learning Standards</li> <li>10. Danielson Teachscape Trained teacher evaluator under 3012-d</li> </ol>
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<b>JOB GOAL:</b>	To lead an administrative team that fosters exceptional student programs in compliance with state and federal regulations, based on the unique needs of the students in the Newburgh Enlarged City School District
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<b>DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Implements the strategic direction for the Department of Special Education that incorporates a vision, mission and strategic goals.</li> <li>• Coordinates the development of the master schedule for system-wide assignments of all staff reports.</li> <li>• Sustains communication pathways to ensure positive relations with parents, families and legal advocates.</li> <li>• Monitors the implementation of the district monitoring and</li> </ul>
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<p><b>DUTIES AND RESPONSIBILITIES-continued</b></p>	<p>compliance review protocol.</p> <ul style="list-style-type: none"> <li>• Plans and directs staff to conduct activities related to school special education monitoring and compliance process.</li> <li>• Assists the Executive Director with revising NECSD policies relating to Special Education</li> <li>• Supervises NYS complaint corrective action monitoring including investigation, resolution, and response</li> <li>• Initiates and participates in special projects assigned by the Executive Director, conducted by the NECSD for the improvement of special education at the school level or district-wide.</li> <li>• Collaborates with the Executive Director to ensure appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff.</li> <li>• Works collaboratively with the Executive Director to ensure that all NECSD administrative staff are trained in special education related initiatives.</li> <li>• Works collaboratively with the Budget Office to ensure that all related service providers meet with Medicaid rules/regulations.</li> <li>• Works collaboratively with the Supervisors of Special Education to meet requirements of self-monitoring protocols</li> <li>• Works with the Executive Director to develop and manage budgets for area of responsibility</li> <li>• Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff.</li> <li>• Participates in district activities not specifically related to special education</li> <li>• Maintain a posture of professionalism at all times when representing the school district</li> <li>• Performs additional duties and assignments upon request</li> </ul>
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