

Director of Special Education - Duties

Responsible for:

1. Managing and evaluating all District provided special education services.
2. Acting as liaison and District representative to the Chester County Intermediate Unit and out of District placements providing special education programming to District students in public and private placements.
3. Supervising special education and student services legal compliance based on Federal and State laws and District policies and regulations and overseeing related legal proceedings.
4. Developing and managing student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
5. Monitoring special education and student services staffing and staff development.
6. Reporting periodically to Board of School Directors regarding special education spending.
7. Overseeing the School-Based Access Program (SBAP) / Medical Access program.
8. Acting as the administrative liaison to Better Understanding of Individual with Learning Differences (BUILD).
9. Supervising all personnel reporting to them.
10. Developing and managing special education and student services summer and Extended School Year programming.
11. Overseeing the Early Intervention School Age Transition process and the secondary transition processes.
12. Performing such other duties and responsibilities as assigned by the Superintendent

Reports to Superintendent of Schools

Adopted: August 1978
Revised: April 1996
Revised: November 2004
Revised: November 12, 2015
Revised: October 1, 2019
Revised: January 5, 2021
Revised: August 31, 2021