**Special Education Team Chairperson**

|  |
| --- |
| *Job Description*  **READING PUBLIC SCHOOLS**  **READING, MASSACHUSETTS**    **Position:**Team Chairperson  **Department:**District-wide  **Reports to:**Director of Pupil Services  **FLSA Classification:**Exempt  **Approved by:**John F. Doherty, Ed.D  **Revision Date:**December 2015    **POSITION SUMMARY:**Reading Public Schools is in search of a 1.0 FTE Special Education Team Chairperson for the 2018-2019 school year. This is a benefits eligible position. The Team Chairperson ensures communication among nine schools and Central Office, and consistent practices district-wide. Team Chairpersons will be assigned to one or more schools. Duties include overseeing the eligibility process, ensuring adherence to mandated timelines, and completing required paperwork. Chairpersons will facilitate meetings at the building level and attend meetings at the district level. Building level meetings will take place every other week and be attended by the Team Chairperson, Principal, and special education and counseling staff. The purpose will be to consult on cases, schedule meetings, coordinate services, and plan evaluations. Greater communication and awareness will enable us to better address family issues. Team Chairpersons will meet every other week with the Director of Pupil Services to share information from schools and discuss topics of importance: legal issues, consistency in decision-making, staffing needs, coordination of services district-wide.    **ESSENTIAL DUTIES AND RESPONSIBILITIES**:  The essential functions or duties listed below are illustrations of the type of work that is performed and is not an exhaustive list of the duties performed for by this position. Other duties may be assigned.   * Oversees the process of Special Education referral, evaluation and program planning for students in Preschool through Grade 12. * Acts as Chairperson for all initial Evaluation Team Meetings, as well as other meetings held at the discretion of the Team Chairperson or the Director of Pupil Services. * Coordinates scheduling of Team Meetings among the staff members. If an evaluation is being completed, the Chairperson assures that it is completed within the given timelines. * In the case of disagreement among any Team Members, the Chairperson makes the final determination of what is to be recommended in the Educational Plan. * Compiles a final document immediately following the meetings. * Meets with the Special Education staff at each building on a weekly basis to coordinate scheduling and discuss needs of students. * Has the authority to commit resources of School District during Team Meetings.   **SUPERVISORY RESPONSIBILITIES**: The Team Chairperson may formally evaluate any employee, and may also be asked to provide feedback to school and district administration that can be incorporated into employee evaluation. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.    QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The Superintendent may waive or modify the qualification requirements.    **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**   * Ability to read, analyze and interpret professional periodicals and journals, technical procedures and governmental regulations * Ability to write reports, business correspondence, and procedure manuals * Ability to use reasoning ability to evaluate information and determine/recommend an appropriate course of action. * Ability to define problems, collect data, establish facts and draw valid conclusions * Ability to apply knowledge of current research and theory in the educational field * Ability to use professional literature, evidence-based research, and continuing education content to make practice decisions. * Ability to communicate clearly and concisely in oral and written form * Ability to effectively present information and respond to questions from groups including staff, parents and the general public * Ability to establish and maintain effective working relationships with district level administrators, principals, staff and community members * Ability to work independently, prioritize tasks and manage several projects simultaneously * Ability to perform duties with awareness of all district requirements and Board of Education policies * Understand confidentiality requirements regarding student records * Ability/willingness to plan, coordinate, conduct and participate in ongoing professional and staff development * Ability to operate a computer and related software including but not limited to Microsoft Office Suite   **EDUCATION/EXPERIENCE**:  Master’s Degree in Special Education.    **LICENSES/CERTIFICATIONS**:   * Valid MA DESE Special Education Certification. * The employee must possess and maintain a valid driver's license and possess own car to travel to school buildings during the workday as well as to occasional meetings out-of-district.   **PHYSICAL DEMANDS:**  The employee must also often remain in a stationary position for considerable periods of time. The employee may be required to occasionally traverse throughout the school building. The employee must frequently use hands to finger, handle, or feel; and use hand strength to grasp tools. Frequently operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer). The employee must be able to input information into a computer and as well as read material from a computer monitor as well as handwritten or printed matter with or without visual aids. The employee must be able to communicate effectively with students, parents and other staff members in person and on the telephone. The employee must be able to see and hear on a continuous basis in order to ensure the safety of students as well as observe and provide feedback to instructional personnel.    **WORK ENVIRONMENT:**  The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location. The employee interacts with students, parents, and other staff members and occasionally must meet multiple demands from several people.    The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change. |
|  | |