

Wellesley Public Schools
Wellesley, Massachusetts
Department Head of High School Special Education

The Department Head of the Special Education Department, grades 9-12, reports directly to the High School principal and the Director of Student Services and is responsible for special education activities at the high school. Reporting to the incumbent are members of the staff and support personnel providing services at the high school level.

This position provides, coordinates and maintains updated support programs for special needs students. Included is the identification and placement of all qualifying youngsters within the district.

In overseeing the evaluation team process, the Department Head is responsible for effectuating support services including reading, health, speech and counseling with both the regular school programs and various other community based agencies and for ensuring continuity in programs. The incumbent participates in mediation and hearing sessions conducted by the State Department of Education.

In cooperation with the Director of Student Services, principals and teachers, this position provides for implementation of in-service training and staff development programs. Direct educational consultation to teachers, volunteers, and parents is a major role.

PRINCIPAL ACCOUNTABILITIES:

Supervise the development of individual educational programs for special needs students. Monitor and encourage the development of new programs designed to meet the needs of students with special needs in the least restrictive environment.

Assist department members in the handling of day-to-day problems of instruction and act as a resource-support person for them.

Visit classrooms of staff in order to evaluate and assess growth.

Evaluate staff members and make recommendations to administrators regarding staff members' performances.

Recruits, screens, interviews and recommends teacher, teaching assistants and paraprofessional candidates for employment and assignment. Coordinate and develop internship programs with area graduate schools.

Conduct department meetings and attend relevant school and professional meetings.

Develop in-service training programs for department members and regular education teachers.

Meet with department heads to promote interdisciplinary programs and communication.

Meet with Special Education administrator as well as out of district liaison, Guidance Department Head and Department Head of Middle School Student Services in order to bring consistency to Special Education programs on a system-wide basis.

Conduct parent meetings to introduce individual parents to Ch. 766 process. Administer and coordinate tutorial programs.

Consultation with local mental health clinic.

Participate in mediation sessions and hearings conducted by the State Department of Education. Develops and administers a budget and its priorities.
Coordinate the smooth transition of special needs students between grade 8 and grade 9.

Work Year 214 days

Salary \$112,283 - \$134,565. Start Date: July 1, 2018. Job ID: 2891757 www.SchoolSpring.com