

Falmouth Public Schools

Special Education Building Administrator Falmouth High School (FHS-SEBA19-1 reposted)

JOB POSTING

Job Details

Posting ID

FHS-SEBA19-1 reposted

Title

Special Education Building Administrator Falmouth High School

Description

**Posting of Vacancy
Special Education Building Administrator
Falmouth High School**

QUALIFICATIONS:

- Licensed as a Special Education Administration required
- Master's degree or higher from an accredited college or university with a strong major in special education administration and supervision
- SEI Administrator Endorsement
- Five years of special education teaching experience
- Three (3) years of administrative experience preferred
- Such alternatives or exceptions to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

PERSONAL:

- Demonstrates strong knowledge of federal, state, and local mandates as it relates to students with disabilities
- Demonstrates ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities
- Demonstrates strong advocacy skills for students with disabilities
- Develops collaborative professional relationships with other district administrators
- Displays initiative, resourcefulness, effective problem solving
- Reflects and communicates in a timely and clear manner; writes and speaks effectively
- Organizes multiple tasks, delegates when appropriate, and follows through
- Demonstrates ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities

RESPONSIBILITIES:

- Overseeing/managing an assigned caseload of special education students and the implementation of IEPs: inclusive, self-contained, and pullout settings
- Analyzing student data and developing specific action plans for improvement to be used at the district and school levels
- Providing student cohort vertical tracking and school to school transition plans
- Participating in central office meetings
- Developing and ensuring oversight of service delivery that consistently supports staff and students
- Collaborating with district personnel around eligibility determinations and review of criteria for special education categories
- Providing relevant district professional development that aligns with initiatives
- Facilitating IEP meetings using a strengths based and family centered approach
- Coordinating with student's special education team to ensure all documents are completed in a timely manner (according to state, local, and school policies and procedures) prior to all TEAM meetings
- Leading building based teams and collaborating with district colleagues around best practices in the diversified field of special education including providing professional development in specialized programs, methodology, and assessment
- Supervising and evaluating assigned personnel, including teachers and paraprofessionals according to district guidelines
- Ensuring IEPs are developmentally appropriate, curriculum/standards-based, and relevant to individual students
- Facilitating workshops/meetings for parents, as well as identifies resources for parents of students with special needs

- Participating in district hiring of new special education staff
- Assist in management of student discipline
- Assisting and overseeing scheduling and monitoring of standardized testing
- Other administrative duties as assigned by the principal

SALARY/WORK YEAR: In accordance with FEA Contract Unit B

REPORTS TO: Administrator of Special Education/Principals

APPLICATION: Applicants please apply to: www.falmouth.k12.ma.us

#FHS-SEBA19-1 Lori Duerr, Ed.D. Superintendent of Schools
10/10/2018

EOE:

The School Committee affirms a policy which guarantees equal employment opportunity in the recruitment, application, selection, compensation, retention, transfer, promotion, benefits, work assignment and career progression process without discrimination for reasons of individual's race, color, religious creed, national origin, sex, gender identity, age, ancestry, citizenship, military status, sexual orientation, disability or genetic information.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Campus Administrative
<i>External Job Application</i>	Application for Professional Employment	<i>Internal Job Application</i>	Internal
<i>Location</i>	Falmouth High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	10/10/2018	<i>General Start Date</i>	10/28/2018
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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