

**WILMINGTON PUBLIC SCHOOLS  
WILMINGTON, MASSACHUSETTS**

**POSITION:**      **Coordinator of Special Education**  
Wilmington Public Schools

**DUTIES AND RESPONSIBILITIES:**

This position has primary responsibility for the oversight, leadership and overall administration of the Special Education Department. Responsible for the development and coordination of system-wide Special Education Programming to meet the needs of all students in an educationally and fiscally responsible manner. Responsible for the overall direction, coordination, evaluation and designing of Special Education programming and oversight throughout the district. Position requires collaboration with all disciplines within the district (Human Resources, Curriculum and Finance), parent communication and community/agency outreach. The Coordinator of Special Education is responsible for ensuring student Special Education needs are being met across the district, and that the district is in compliance with all DESE regulatory requirements.

- Responsible for the development and oversight of procedures for referral, evaluation, services provision and placement of students with disabilities within the Wilmington Public Schools.
- Oversees the development of Individual Education Programs (I.E.P.s) and establishes procedures for identification, service delivery and educational placement for eligible students.
- Oversees the identification of and direction of out-of-district placements, monitoring and billing of special education students and transportation arrangements of these students.
- Oversees the coordination and oversight of carrying out multi-disciplinary team decisions for all school placements.
- Coordinates and collaborates with SEPAC regarding monthly agendas, trainings in order to improve district programming. Occasional evening meetings which may include attending and presenting to School Committee and other district stakeholders
- Responsible for the organization, hiring and oversight of the Special Education Extended School Year programming.
- Coordinates related service providers to ensure continuity of services throughout the district. Assists in the supervision and oversight of all related special education services such as physical therapy, adaptive physical education, occupational therapy, speech therapy, health education, and psychological and social work services together with the Coordinator of Behavioral Health and Director of Student Support Services.
- Keeps current with research and evidence-based practices and all legal requirements governing special education. Ensures compliance with Tiered Focused Monitoring and Coordinated program and Indicator review expectations.
- Collaborates with and is a resource to school based staff by providing purpose, technical direction and advice to administrators, building principals and instructional staff as they relate to the issues of legal compliance with mandated special education regulations and laws.

- Assists in the implementation of school policies to include students with disabilities. Recommends policies and programs essential to the needs of students with disabilities.
- Maintains an effective liaison and communication with parent groups, staff members, community agencies, special education schools and programs, and other professional organizations relating to special education.
- Assists in the budget development, financial oversight and monitoring of Special Education Programming, expenditures and needs including oversight of related grants.
- In collaboration with the Director of Student Support develops professional development training programs targeting Special Education department and staff needs and assists in the implementation of Universal Design for Learning district wide.
- Collaborates in hiring and supervision of Special Education staff with building principals.
- Assists in the supervision of all administrative, clerical, and support staff assigned to the Student Support Services Department.
- Assumes other responsibilities as assigned by the Director of Student Support Services.

**Work Year – 210 day**

**SUPERVISORY RESPONSIBILITIES:**

Assists in the management of employees in the Student Support Services Department. Assists in the evaluation of district wide and school based Student Support Services staff. Carries out supervisory responsibilities in accordance with the district’s policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance and addressing complaints and resolving issues.

**EDUCATION REQUIREMENTS:**

- Minimum of a Master’s Degree from an accredited College or University with specialization in Special Education or a related field.

**ADDITIONAL REQUIREMENTS (License and Experience):**

- Valid DESE Certificate/License as Administrator of Special Education required
- Valid DESE Teaching Certificate/License in moderate or severe special needs, or related.
- Previous leadership experience in Special Education preferred.
- At least five (5) years of experience in special education.

**START DATE:** July 1, 2023

**APPLICATION PROCEDURE:** Internal Candidates, please send letter of interest and resume to: Alice Brown-LeGrand, Director of Student Support Services: [alice.brown-legrand@wpsk12.com](mailto:alice.brown-legrand@wpsk12.com)

External applications must be submitted through Schoolspring.com

**CLOSING DATE:** Open Until Filled

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.