



CAPITAL REGION BOCES

JOB OPENINGS

CIVIL SERVICE POSITIONS~CERTIFICATED POSITIONS

Vacancy Number:	2018-83
Position:	Director of Special Education
Location:	Special Education Division
Basic Function:	To support the Assistant District Superintendent for Curriculum and Instruction in overseeing the daily operations of the division.
Qualifications:	Master's Degree in Special Education, or related field. New York State School District Administrator (SDA) Certification required.
Responsibilities:	<ul style="list-style-type: none"> • Ensures that there is an ongoing process for program evaluation that is related to the Division's mission statement and BOCES goals. Monitors and supports this evaluation process • Oversees all program areas of the Division through supervision of all special education staff • Ensures that services are provided in accordance with all applicable laws and organizational rules and regulations • Review and lead the redesign process in Special Education • Works with Central Administration to ensure the safety and maintenance of all Division facilities • Ensures the maintenance of Division records and oversees development of data reporting and analysis including the APPR Process for the Division. • Complies with Medicaid laws and regulations • Elicits and coordinators input from BOCES staff and service providers concerning issues related to the Division • Serves on the Senior Leadership Team • Support, lead and guide the Directors of Special Education from our component districts monthly in addressing and supporting student issues throughout our supervisory district. • Performs other tasks as requested by the Assistant District Superintendent for Curriculum and Instruction
Starting Date:	As soon as possible
Application Deadline:	September 29, 2017
Starting Salary:	Based on experience and qualifications The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.
Apply To:	www.olasjobs.org
Further Information Contact:	Dr. Lynne Wells Capital Region BOCES 900 Watervliet-Shaker Road Albany, New York 12205
Date:	September 8, 2017