

**STOUGHTON PUBLIC SCHOOLS  
STOUGHTON, MASSACHUSETTS**

**TITLE:** Administrator of Special Education

**QUALIFICATIONS:**

1. Minimum of Master's Degree from an accredited institution.
2. Certification by the Massachusetts Department of Education Administrator of Special Education.
3. Five (5) years successful experience as a teacher and/or clinician
4. Successful experience in accessing and managing grants.
5. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All staff assigned to the special education program

**SALARY RANGE:** Negotiable

**I. BUSINESS AND BUILDING MANAGEMENT**

**A. Primary Performance Responsibilities**

1. Assists the Superintendent of Schools in the preparation of a budget for all special education programs.
2. Prepares all federal and state Special Education Grant applications, monitors grant expenditures, and files appropriate state and federal evaluation reports.
3. Oversees Special Education transportation.
4. Serves on the CHARMS operating committee.
5. Performs such other duties as may be assigned by the Superintendent of Schools.

**II. CURRICULUM AND PROGRAM DEVELOPMENT**

**A. Primary Performance Responsibilities**

1. Responsible to perform all duties of the Administrator of Special Education as required by Chapter 766 of the Massachusetts General Laws and I.D.E.A. of the United States of America.
2. Directs the implementation of Chapter 766 and I.D.E.A. under the supervision of the Superintendent of Schools.

3. Organizes the evaluation process, and along with the Assistant Administrator of Special of Education and facilitators, supervises the performance and evaluations of all special education personnel.
4. Receives referrals and assigns such children to individual full or intermediate evaluations through the facilitators and Assistant Administrator of Special Education.
5. Supervises, with assistance from the facilitators and the Assistant Administrator of Special Education, the implementation of CET recommendations.
6. Maintains a current list and description of program options available for children with special needs.
7. Consults with the administrative principals regarding all areas and issues of the special education program.
8. Participates in the evaluation of existing special education programs and personnel as an on-going responsibility.
9. Integration of special education programs with regular education programs, stressing the philosophy of inclusion, while providing the least restrictive environment for the student.

**B. Additional Duties and Responsibilities**

1. Attends, as representative of the Stoughton Public Schools, conferences and meetings pertaining to the area of special education in accordance with negotiated agreements and School Committee Policy.
2. Cooperates with special education administrators in other communities to develop regional programs for special needs children.
3. Collaborates with the Guidance Department in the planning and implementation of programs.

**III. STAFF PERSONNEL DEVELOPMENT**

**A. Primary Performance Responsibilities**

1. Supervises all special education personnel.
2. Arranges for orientations and professional development workshops.

B. Additional Duties and Responsibilities

Advises on the recruitment and appointment of all special education personnel.

**IV. PUPIL PERSONNEL DEVELOPMENT**

A. Primary Performance Responsibilities

1. Directs the organization, compilation, and maintenance of all records and reports related to special education.
2. Organizes the sequential arrangement of services for children with special needs, including special classes, resource rooms, integration into regular classes, itinerant personnel and proposes programs where needs are demonstrated.
3. Organizes and supervises the maintenance of an up-to-date register of special needs students.
4. Cooperates with the CHARMS Collaborative in providing services to students with special needs from the Stoughton Public Schools.
5. Responsible for the coordination and supervision of home and hospital tutoring for students with special needs.

**V. SCHOOL COMMUNITY RELATIONSHIPS**

A. Primary Performance Responsibilities

1. Meets with parents whenever necessary to explain the services, operations, and programming of special education.
2. Meets with parents to mediate problems relating to the evaluation process.
3. Responsible for working cooperatively with the Special Education Parent Advisory Council.

B. Additional Duties and Responsibilities

Works in close coordination with clinics, hospitals, and community services in coordinating services to children.

**VI. GENERAL RESPONSIBILITIES**

Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.



**STOUGHTON PUBLIC SCHOOLS**

232 PEARL STREET  
STOUGHTON MASSACHUSETTS 02072-2397  
(781) 344-4000 FAX (781) 344-3789  
m\_rizzi@stoughtonschools.org

**MARGUERITE C. RIZZI, Ed. D.**

SUPERINTENDENT OF SCHOOLS

August 7, 2012

Dr. Erdem Ural  
659 Pearl Street  
Stoughton, MA 02072

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