



Date Posted: April 13, 2021

Send resume to: Principal Scott C. Kapperman, M.S., Ed.

Type of Employment: Full-Time:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_

Job Title of Open Position: Director of Special Education

Salary: Commensurate upon experience/education

Employer: Saint Amelia School

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: www.stameliaschool.org

### **Job Description**

The Director of Special Education would be a 12 month position responsible for the following:

- Lead efforts related to the Committee on Special Education (CSE), including compliance & monitoring of building staff
- IEP implementation
- AIS implementation and supervision
- Teacher coaching on process & procedures to ensure department expectations are met
- Coordinate and administer all areas of Special Education to ensure success of the department
- Design, adapt and implement department procedures to guarantee compliance and improve service to students
- Attend all required meetings (with staff, parents, administration, etc.)
- Work closely with public school district Special Ed department
- Other duties as requested by principal

### **Qualifications: Degree Requirements/Experience**

- Master's degree Required
- Must be certified in Special Education
- Minimum 5 years experience in education, with at least 1 year in a teacher leadership role

### **Desired Skills**

- Able to facilitate and conduct meetings
- Able to maintain strict confidentiality at all times
- Able to communicate effectively
- Able to assume a leadership role and work autonomously
- Proficient in Microsoft Word, Excel and other computer programs

E.O.E.

How to

Apply: By Mail  E-Mail  [skapperman@stameliaschool.org](mailto:skapperman@stameliaschool.org) Fax  as above, no later than **May 15, 2021**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)