

Category: **Administration**  
Date Posted: **4/20/2018**  
Location: **Administrative Office**  
Date of Availability: **Immediately**  
Date Closing: **open until filled**

**2018-2019**

**Bridgeport Public Schools**  
Dr. Aresta L. Johnson  
Superintendent

**Open Until Filled**

**DIRECTOR**  
**SPECIALIZED INSTRUCTIONAL SERVICES - PK-12**  
**12 Months**

**RESPONSIBILITIES:**

- Provides district-level leadership for the development, implementation, maintenance, and evaluation of specialized instructional services, in conformance with federal and state mandates by providing support to school level administration.
- Works in collaboration with Directors of Related Services and content area Directors in order to develop, implement, maintain, and evaluate all services provided to students identified as having special needs.
- Engages in supervisory and administrative activities to promote the professional growth of district/school staff related to the educational development of each students identified as having special needs.
- Teacher Evaluation: performs formal observations as required for all non-tenured Special Education Teachers, as well as any Special Education Teacher who requires a structured support plan.
- Ensures the appropriate implementation of the district's policies and procedures for delivery of specialized instruction.
- Designs and implements a professional learning plan for educators of students identified as having special needs, encompassing an annual needs assessment.
- Consults with principals regarding the organization and management of specialized instruction.
- Support principals to ensure IEP compliance with timelines, including development and implementation of the IEP.
- Coordinates the transportation requests of all students identified as having special needs according to IEP mandated recommendations.
- Responsible for maintaining complete and cumulative individual records for all students identified as having special needs.
- Visits on a regular basis all school sites at which special programs are conducted during hours when the programs are in operation.

- Directs the preparation of various written documents such as program proposals and analyses, correspondence and reports required by local, state and federal agencies, and financial proposals related to school-based allocation models and grants.
- Responsibility for responding to CDSE compliance indicators, and maintaining data accordingly (i.e. evaluation timelines).
- Responsible for annual, preliminary organization of resources and services for students identified as having special needs, in collaboration with school-level administration, for upcoming school year.
- Represents the district at local, county and state levels in matters related to special services.
- Represents the district within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Ensures Charter School compliance with federal and state mandates with regards to the development, implementation, maintenance, and evaluation of specialized instructional services.
- Participates in administrative meetings, board meetings, negotiation meetings and other such meetings, as required.
- Maintains high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
- Facilitates a collaborative approach to support student success through programs and services involving family and community engagement.
- Provides leadership in the development and implementation of educational compliance in regards to federal and state regulation.
- Performs any other related duties as assigned.

#### **REQUIREMENTS:**

- Connecticut Certification as an Intermediate Administrator (092)
- Additional certification required in Special Education 065, 165
- Master's degree in Special Education preferred
- Five years of successful teaching experience
- Five years of successful administrative experience preferred; three years of successful administrative experience required
- Demonstrated leadership in improving the planning, organization and delivery of specialized educational services to students, including a record of excellence in planning and implementing student assessment strategies, interventions and professional development.
- Knowledge of and/or experience in various aspects of administration and supervision of school programs
- Demonstrated knowledge of current trends and research in the area of specialized services
- Ability to keep and maintain accurate records and to meet deadlines
- Ability to work in a multicultural environment is desired
- Excellent oral, written communication skills, organizational and multi-tasking skills

- Demonstrated ability to work harmoniously and effectively with entire school community
- Demonstrated proficiency in the use of technology for communication, reports and research
- Evidence of diplomacy, flexibility, creativity and perseverance

**Note: Only those who meet the position requirements will be interviewed. Candidates who wish to apply should access the Bridgeport Public Schools' Applitrack system:**

<http://applitrack.com/bridgeport/onlineapp>

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