

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

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Category: **Administration**  
Date Posted: **1/17/2019**  
Location: **Administrative Office**  
Date of Availability: **02/04/2019**  
Date Closing: **01/31/2019**

**2018 – 2019 SCHOOL YEAR**

**Bridgeport Public Schools**  
**Aresta Johnson, Ed.D.**  
45 Lyon Terrace  
Bridgeport, CT 06604

**Open Until Filled**

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

Supervises Psychological Services; Speech Language and Hearing Services; Social Work Services. Reports to Assistant Superintendent.

**RESPONSIBILITIES:**

- Provides leadership for the development, implementation and evaluation of specialized services, in conformance with federal and state standards
- Engages in supervisory and administrative activities to promote the educational development of each special needs student and the professional growth of district/school staff
- Recommends and implement the district's policies and procedures for delivery of special services.
- Manages special services administrative functions to assist principals to maintain safe and efficient school operations within district guidelines
- Develops and support schools to implement an effective district-wide program to promote positive student behavior
- Designs and implements staff development plans for educators of students with special needs, encompassing an annual needs assessment and the arranging of in-services activities.
- Provides leadership for the supervision of Psychological Services, Speech Language, Hearing and Visual Services coordination; Social Work Services; and educational support services (e.g. out of district coordination, vocational/transition etc.)
- Advises principals and staff regarding the organization and management of special services
- Supervises the coordination of home instruction for home bound or hospitalized students
- Arranges for the transportation of all children placed in special services programs

- Ensures complete and cumulative individual records for all students receiving special services
- 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 budgets, program proposals and analyses, correspondence and reports required by local, state and federal agencies, etc.
- 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
- 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 by the Assistant Superintendent or Superintendent.

#### **REQUIREMENTS:**

- Connecticut certification as an Intermediate Administrator (092)
- Additional certification required in Special Education 165 or related services (School Psychologist 070; Speech Language 061; School Social Work 071)
- Masters degree in Education, Special Education or related services
- Five years of successful teaching experience
- Minimum 5 years demonstrated success in supervision and evaluation of staff. 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
- 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

**This position is in accordance with the Agreement between the Bridgeport Board of**

**Education and the Bridgeport Council of Administrators and Supervisors (BCAS).**

**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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