

Director of Special Education Services

Job Summary

This position at Headquarters is performed by a professional whose lead role is essential to Association success. The Director ensures program continuity and an effective presence in representing PSEA in the state's education arena and basic education communities. Individual efforts are directed at influencing and shaping "special" education policy, regulations, and curriculum with a continual focus on improving Pennsylvania's public education delivery. The position's overarching purpose is:

- to serve as one of PSEA's leaders in basic education;
- to strategize, develop, and effectively recommend Association policy positions on instructional and behavioral interventions for special student populations;
- to collaborate with other PSEA professionals to develop and recommend coherent Association positions on student assessment and evaluation practices particularly as they relate to special student populations;
- to strategize, develop, and effectively recommend Association policy positions on gifted and special education reform issues that impact gifted and special education and special student populations through policy, regulations, and legislation;
- to be recognized as an expert resource and effectively provide outreach on matters related to the education of special student populations to state organizations (regulatory agencies) and their officials, while advocating and lobbying for member rights; and
- to provide consultative services to the school districts and local associations in the areas of specialization.

The professional works as the lead strategic content expert, postulator, member and public education advocate, and outreach facilitator in the areas of, but not limited to, all teacher, student, curriculum, classroom standards and service issues related to the education of special student populations. On such matters, the incumbent responds extemporaneously, prepares talking points and exhibit books for meetings and testimony, develops and delivers expert testimony at State Board hearings and arbitration proceedings, drafts policy, develops publications, and analyzes special education-related legislation for relevance, propriety, and impact on quality public education.

In the conduct of business, the employee frequently interacts, advises, makes presentations to, and advocates and serves with individuals, leaders, and organizations, such as, staff, members, management, boards and governance, committees, news media, State Board of Education, Special Education Board, Department of Education, school districts and their boards, legislative staff, and advisory committees of external organizations. The professional is called upon from time to time to perform public speaking and write articles for internal and external dissemination.

Responsibility Summary

Gifted and Disability Program Issues

- Develops PSEA policies on disability and gifted issues and advises PSEA leaders, Special Education Board, members, and staff on specific policies, positions, and strategies.
- Analyzes applicable laws, regulations, and court decisions and alerts PSEA leaders, Special Education Board, members, and staff on emerging issues.
- Informs members as to their roles and responsibilities pertaining to disability and gifted issues within their school/classroom.
- Performs outreach networking with school district officials, members, and other officials and consults with local associations, individual members, and PSEA staff to develop solutions to special education problems within school entities.
- Files formal complaints (via the PA Complaint Management system) on behalf of local associations.
- Develops the PSEA Resource Manual on Educating Students with Disabilities for all field and legal staff and produces a bi-monthly newsletter for PSEA staff and members.
- Monitors State Board of Education meetings and advocates PSEA positions before the Board, PDE staff and legislators as appropriate;
- Builds coalitions with other stakeholders as appropriate including the Special Education Communications Council.
- Serves as the Staff Consultant to the Special Education Board and other PSEA committees, councils, and boards as assigned.
- Provides necessary professional support for PSEA conferences related to special education issues.

General Education Support

- Participates in the development and implementation of PSEA positions related to student assessment and student evaluation.
- Participates in the development and implementation of PSEA positions related to differentiated instruction and instructional and behavioral interventions for all students.
- Participates in the development and implementation of PSEA positions related to special student populations.
- Informs members as to their roles and responsibilities pertaining to the education of special student populations within their school/classroom.

General:

- Ensures, as a division team, that programs are complementary by design and effort and fit within the parameters of the PSEA Strategic Plan, and reports quantitative data to the Associate Executive Director for reporting to the Strategic Core Group.
- Supports the oversight of the annual member needs assessment on Education Services issues.
- Represents the division at Association meetings regarding organization priorities including the Act 16 Oversight Committee.
- Acts as an Education Services Liaison with the field via the Region Field Director (s) as requested.
- Assists the Education Services colleagues whenever needed regarding project priorities, work assignments, etc.
- Recommends appropriate training and in-service programs for members.
- Provides other staff services as requested by the Education Services Manager, AED for Program Services, and/or Executive Director under the broad base of educational support to the Association.

The starting salary for this position is \$132,696.

Please send a cover letter and resume to jobs@psea.org by September 11th.

PSEA is an Equal Opportunity/Affirmative Action Employer and actively seeks diverse candidates and those with the ability to work on a diverse team with a diverse range of people.