

Niskayuna

Central School District



An Invitation to Apply

for the position of

Director of Special Education

The Niskayuna Central School District is seeking a dynamic educator to serve as one of two special education directors in the district. While the primary assignment for this position is secondary special education (grades 6-12), the successful individual will be a member of the Pupil Personnel Services Department Leadership Team. Niskayuna has a longstanding record of success and achievement in special education. We are focused on strengthening programs, aligning services with student needs, and building relationships with families and other partners that benefit students. The director of special education will work closely with an outstanding staff and administrative colleagues in a collaborative environment focused on student success and professional growth.



Director of Special Education

- A member of both the District and Pupil Personnel Services Department leadership teams
- Collaborates with the director of pupil personnel services, teachers, principals and others partners/agencies to benefit student success and identify opportunities
- Chairs committee on special education meetings and meets regularly with special education teachers and staff members

OUR School District

Niskayuna is a diverse, vibrant suburban school district with five neighborhood elementary schools, two middle schools, one high school and a reputation for excellence that stretches across New York and beyond. We serve about 4,250 students and have approximately 790 faculty and staff members, including full- and part-time employees. Our district values a strong core academic program, creativity and the arts, innovation and, the relationship building that is at the heart of education.

The expertise and dedication of our faculty and staff, award-winning programs and family involvement provide Niskayuna students with an education that fosters academic and personal growth. Our strategic plan emphasizes curriculum and programs, environment and culture, and partnerships. Our schools are the centerpiece of a community that values education and sending its young people into the world poised for personal success and to make an impact.



OUR Community

Niskayuna is a suburban community of approximately 23,000. The school district also serves students from parts of the neighboring towns of Glenville, Colonie and Clifton Park. We are located in the Albany-Schenectady-Troy metropolitan area that is part of New York's "Tech Valley." While essentially a residential community, Niskayuna is also home to business and industrial leaders like General Electric Global Research, Knolls Atomic Power Laboratory, Environment One, SI Group, Inc. and the WRGB television station. Many institutions of higher education can be found within a short drive. Families and visitors alike enjoy world-class musical and theatrical performances in Schenectady, Saratoga and Albany, while New York City, Boston, Montreal, the Adirondacks, the Berkshires, Lake George, and the Catskills can be visited in a day or a weekend.

The mission of the Niskayuna Central School District is to empower each individual to make responsible choices, meet challenges, achieve personal success and contribute to a global society.

1239 Van Antwerp Road, Niskayuna, NY 12309
(518) 377-4666 | www.niskayunaschools.org

THE Position

This is an 11-month position that is primarily focused on secondary special education. The director will conduct the referral, evaluation, individualized education program (IEP) development, placement and review processes for students. The successful individual will report to the director of pupil personnel services. As a key leader within the department, the successful candidate will work with administrative colleagues, teachers and related service providers at all levels to ensure student needs are being met, provide for consistency of programming, and develop and implement plans for effective student services.

Specific responsibilities of the position include:

- Chairing Committee on Special Education meetings;
- Overseeing and implementing all components of Individual Education Plans;
- Assisting in developing and monitoring the budget for special education;
- Helping create a culture of equity and inclusion;
- Conducting meetings of special education faculty and staff;
- Filing reports relating to the System to Track and Account for Children (STAC);
- Reviewing and developing plans for testing needs, test score analysis and student performance in partnership with school principals;
- Establishing linkages with outside agencies that provide specialized help to student and parents; and
- Providing continual professional development for pupil personnel services staff, including training and coaching and regulations and instructional practices.

Qualifications

- Certification as a New York State School District Administrator;
- At least five years of teaching/related field and administrative experience;
- Expertise in strategic planning, decision-making, and team facilitation; and
- Knowledge of Part 100, 200, 201 Regulations and Section 504 of the Rehabilitation Act.

The Selection Process

- Applications and related materials will be accepted until Friday, March 15, 2019.
- Applications will subsequently be screened and initial interviews will be held.
- A round of interviews with district stakeholder committees will take place in late March, followed by final interviews in late March/early April.
- A probationary appointment along with salary and fringe benefits will be offered to the desired finalist. The district is prepared to offer a salary between \$85,00 and \$95,000, commensurate with experience, to the successful candidate.
- It is anticipated that the successful candidate will begin work on or before July 1.

How to Apply

Applications for this position and accompanying materials should be submitted through the OLAS system, www.olasjobs.org/capital.

Inquiries or requests for more information can be directed to:

Cosimo Tangorra, Jr.
Superintendent of Schools
(518) 377-4666, ext. 50706
ctangorra@niskyschools.org

Applications will be considered complete when the following information is submitted to OLAS:

- Letter of intent, including a cogent explanation of your interest in and aptitude for this career opportunity;
- A sample of your professional writing (e.g., a letter to parents or a memo to faculty);
- Employment application;
- An official placement file, including at least three current, written references;
 - A copy of teaching and administrative certificate(s); and
 - A resume, including the names, telephone numbers and email addresses of persons who are prepared to speak to your personal character and professional achievements.

We seek to build talented workforce that reflects the diverse backgrounds and experiences of our students. Applicants of diverse backgrounds are strongly encouraged to apply.

The Niskayuna Central School District is an equal opportunity employer committed to promoting the principles of inclusion and diversity as integral to the education of all students. We do not discriminate on the basis of age, race, color, religion, creed, handicapping conditions, marital status, veteran status, national origin, gender or sexual orientation in our educational programs or employment.

