

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-RSPEDC

1:0 SPECIAL EDUCATION TEAM CHAIRPERSON

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Special Education Team Chairperson reports to and is evaluated by the Director of Special Education.

3:0 FUNCTIONS AND DUTIES- THE SPECIAL EDUCATION TEAM CHAIRPERSON SERVES AS THE CHAIRPERSON FOR TEAM EVALUATION MEETINGS RESPONSIBLE FOR THE PROVISION OF SERVICES TO STUDENTS IDENTIFIED AS SPECIAL NEEDS AND FOR ALL SERVICES THAT PROVIDE ASSISTANCE TO THESE STUDENTS.

3:1 The Special Education Team Chairperson assists the Director of Special Education in carrying out all mandates as outlined by the Federal IDEA and as defined under Chapter 766 of the Massachusetts General Laws and in the implementing of all programs and placements as determined by the TEAM Evaluation Process.

3:2 The Special Education Team Chairperson understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Special Education Team Chairperson assists the Director of Special Education and building principals in finding the best combination of educational programs, and other services, for each school-age child with special needs.

3:4 The Special Education Team Chairperson assists the Director of Special Education in coordinating testing and diagnostic procedures including psychological and counseling services as they relate to special education.

3:5 The Special Education Team Chairperson contacts parents and prepares all paperwork for Initial Referrals, attends Initial Team Meetings at the middle and high school level, and serves as the chairperson of the team assuring the implementation of Special Education regulations and mandates.

3:6 The Special Education Team Chairperson assists with the coordination of Special Education programs beyond the school day and school year and the oversight of Out-of-District Placements.

3:7 The Special Education Team Chairperson oversees the referral process, Team Meeting process, and adherence to Individual Education Programs based on eligibility guidelines and in accordance with Federal and State requirements and is responsible for seeing that all timelines are met and all required paperwork is completed.

3:8 The Special Education Team Chairperson will assist in the coordination of, and in some cases, may provide staff development and workshops/trainings regarding special education issues.

3:9 The Special Education Team Chairperson will attend state and regional meetings and participate actively in professional organizations.

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- 3:10 The Special Education Team Chairperson will facilitate communications and working relationships with parents, teachers, outside agencies and community resources including private schools.
- 3:11 The Special Education Team Chairperson assures adherence to the DESE Coordinated Program Review Standards.
- 3:12 The Special Education Team Chairperson will interpret the objectives and programs of special education for the Superintendent, School Committee, administration, faculty and staff and the school community.
- 3:13 The Special Education Team Chairperson performs other duties as assigned by the Superintendent of Schools and Director of Special Education, including but not limited to, staff evaluation, Manifestation Determination Meetings, writing o Behavioral Intervention Plans and coordination of credit recovery programs.
- 4:0 THE SPECIAL EDUCATION TEAM CHAIRPERSON FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**
- 4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY
 - 4:1.1 The Special Education Team Chairperson understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork, encourages collegiality, and supports collaboration.
 - 4:1.2 The Special Education Team Chairperson balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
 - 4:1.3 The Special Education Team Chairperson communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.
 - 4:1.4 The Special Education Team Chairperson expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.
- 4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN
 - 4:2.1 The Special Education Team Chairperson recognizes that student learning must be the focus of all school programs and activities.
 - 4:2.2 The Special Education Team Chairperson develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.

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4:2.3 The Special Education Team Chairperson believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:3 SAFE ENVIRONMENT

4:3.1 The Special Education Team Chairperson constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Special Education Team Chairperson builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

4:4.1 The Special Education Team Chairperson believes that all decisions should be made from the perspective of putting children's needs first.

4:4.2 The Special Education Team Chairperson resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.

4:4.3 The Special Education Team Chairperson adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

5:0 QUALIFICATIONS

5:1 The Special Education Team Chairperson shall hold Massachusetts Certification credentials as a Teacher of Special Needs, Psychology, and/or Counseling Services and/or an Administration Certificate.

5:2 Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a special needs teacher/school psychologist in a single school system with the granting of professional teacher status in the position.

5:3 Masters Degree or higher with a major in Special Needs, Psychology, and/or Counseling Services.

5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

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6:0 CONDITIONS and TERMS OF EMPLOYMENT

6:1 The contract of agreement between the Fairhaven Public Schools and Special Education Team Chairperson regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 9/22/2010