

POSITION: Assistant Director of Pupil Services

LOCATION: Office of Pupil Services

QUALIFICATIONS:

1. Maine Certification as Assistant Administrator of Special Education.
2. Master's Degree in or related to special education. *
3. Successful experience in both regular and special education teaching preferred.
4. Ability to coordinate and supervise programs designed to meet special education needs of children K-12 Knowledge of most recent legal and programming trends in special education.

*If certified under an alternative pathway, must complete Master's within five years.

PHYSICAL

QUALIFICATIONS:

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching, & walking.
7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.
8. Local and minimal long distance travel required.

WORK YEAR: Twelve months, as specified by Labor Agreement for Administrators

JOB GOAL: To assist the Director of Pupil Services in ensuring that all special education students in the School Department are identified and receive appropriate services; that all State and Federal laws relating to special education are enforced.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate services for the Bangor Regional Programs for Exceptional Children (multiple handicapped and hearing impaired) and the Acadia Educational Program including supervision, staff development, and budget development.
2. Coordinate with Child Development Services to assist in the "entry to school process" for preschool children with disabilities.
3. Coordinate public services for children with disabilities enrolled in private schools located in the City of Bangor.
4. Assist in the design and implementation of staff development work for Bangor special educators.
5. Assist the Director of Pupil Services in the development and supervision of special education programs for the Bangor School Department.
6. In the extended absence of the Director, act as the Director of Pupil Services.
7. Attend Administrative Council meetings upon request.
8. Chair District IEP Team meetings in the Director's absence and assist in annual IEP reviews throughout the school year.
9. Share with the Director appointments on boards and committees in the community, representing the Bangor School Department.



10. Perform such other duties, consistent with this position, as may be determined by the Director of Pupil Services.

ADOPTED: December 15, 1986

REVISED: October 24, 2017

REVIEWED: October 11, 2018

