

- POSITION:** Director of Bangor Regional Therapeutic Day Treatment Program
- LOCATION:** 208 Maine Avenue, Bangor
- QUALIFICATIONS:**
1. Maine Certification as Administrator of Special Education or Maine Principal Certification.
 2. Master's Degree* in or related to Special Education or Master's Degree* in or related to educational leadership.
 3. Successful teaching experience in both regular and special education teaching preferred.
 4. Successful experience in educational leadership, school administration, and/or supervision preferred.
 5. 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.
- REPORTS TO:** Director of Pupil Services
- WORK YEAR:** Twelve months, as specified by Labor Agreement for Administrators.
- COMPENSATION:** As specified by Labor Agreement for Administrators.
- JOB GOAL:** To use leadership, supervision, and administrative skills in managing the Bangor Regional Therapeutic Day Treatment Program so as to achieve the system and school goals of Bangor School Department Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that Bangor School Department policies, regulations, and procedures as well as state and federal statutes are followed.
2. Leads in the development and implementation of the School Core Competencies Plan following a comprehensive analysis of achievement, attendance, and citizenship data.
3. Consults and coordinates with district administrators at the direction of the Superintendent of Schools to maintain consistent administrative practice in the operation of the schools.
4. Maintains current and thorough knowledge of state and national education initiatives and consults the Superintendent of Schools regarding their impact on the leadership of the school.



5. Participates in the selection, orientation, supervision, and evaluation of all school personnel, including substitutes and volunteers.
6. Leads and ensures the development, appropriateness, and monitoring of the instructional program.
7. Organizes and administers the public relations program for the school in consultation with the Superintendent of Schools.
8. Supervises the daily use of school facilities for academic and non-academic purposes, excluding the Adult Education Program.
9. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
10. Approves the master teaching schedule and any special assignments.
11. Prepares and administers the school budget and supervises school finances including all expenditures.
12. Supervises the maintenance of required records and all reports required by local, state, and federal agencies.
13. Establishes guides for proper student conduct and maintains student discipline.
14. Establishes professional relationships with regional special education administrators, faculty, parents, and community contributing to the efficient and effective operation of the school.
15. Assumes responsibility and ensures proper supervision of activities and programs that are outgrowths of the school's curriculum.
16. Assumes responsibility for all official school correspondence, memos, and news releases in consultation with the Superintendent of Schools.
17. Serves as a member of such committees and attends such meetings as are appropriate.
18. Serves as an ex-officio member of all committees and councils within the School.
19. Informs and consults the Superintendent on unusual events and activities as well as routine matters related to the supervisor's accountability.
20. Delegates authority to responsible personnel to assume responsibility for school in the absence of the Principal.
21. Assumes primary responsibility for the development of a safe and respectful school climate and an environment conducive to learning.
22. Assumes responsibility for own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
23. Develops and implements processes to assess program effectiveness.
24. Works professionally and cooperatively with other principals to ensure consistency of program and offerings.
25. Performs such other duties, consistent with this position, as assigned by the Superintendent of Schools.
26. Part of Leadership team for SPRPCE.
27. Works with SPRPCE member districts to support information sharing through Sped Directors, SPRPCE Executive Officers and Board meetings.
28. SafetyCare Trainer trained.
29. Ensures that RTI practices and procedures are fully implemented in accordance with the Bangor School Department RTI plan.



30. Consults regularly with the building Literacy Coach to analyze data to determine coaching cycles, student interventions and appropriate professional development.

ADOPTED: September 10, 2014

REVISED: October 24, 2017

REVIEWED: October 11, 2018

