



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 2029 05 25	Director of Special Education and Grant Writing
Summary:	<p>The position is responsible for overall direction/coordination of special educational services and grant writing for the district. Lewiston-Porter seeks an outstanding educational leader willing to be an advocate, organizational developer, and agent of change with a mindset, a vision, and skills that are equitable and culturally-responsive.</p> <p>The successful candidate will demonstrate leadership, knowledge, and integrity to do what is educationally best for children, to promote academic achievement, and to foster positive social and emotional development. As well, this person must provide evidence of and a commitment to developing a culture of high expectations for students, staff, and families.</p>
Job Description:	Please see attached.
Education Required:	Master's Degree, or higher
Certification:	NYS School District Administrator (SDA), or School District Leader (SDL) and NYS Special Education
Experience:	Minimum of five years professional experience in education.
Compensation:	Per the LPOEA Contract, commensurate with experience, from \$105,000 to \$115,000.
Application Period:	May 28, 2025 through June 3, 2025
Application Procedure:	<p>Online applications only will be accepted at www.wnyric.org/application</p> <p>In addition to completing the basic application, applicants are requested to submit the following:</p> <ul style="list-style-type: none">• Letter of Interest• Resume• New York State School District Certification• Graduate Transcripts• Three (3) Letters of recommendation

Office of Personnel and Human Resources
Lewiston-Porter Central School District
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Director of Special Education and Grant Writing

Position Summary: The primary purpose of this position is coordinating special educational services and grant writing. This position performs in all instances as a subordinate office of the Superintendent with integrity, honoring the confidences and loyalties ascribed to and required of this administrative position.

Education required

- Master's degree in Special Education, a related field, or Educational Administration.
- New York State permanent certification as School District Administrator.

Certification required

- NYS certification as a School District Leader (SDL) and NYS certification in Special Education or a related field.

Experience required

- Minimum of five years of professional experience in education.

Knowledge, skills, and abilities required

- Comprehensive knowledge of the Individuals with Disabilities Education Act (IDEA), ESSA, Section 504 of the Rehabilitation Act, and NYS Part 200/201 Regulations.
- Possesses a broad background of experience in elementary and secondary education with successful teaching and/or administrative or supervisory experience.
- Understands technology specifically related to assistive technology.
- Possesses the ability to work with groups and individuals to affect change.
- Strong understanding of human relations and skill in public relationships.
- Possess strong interpersonal skills, diplomatic and collaborative style of decision-making skills without relinquishing his/her leadership role.

Essential Duties of the Position: The following duties reflect the types of work this position requires with or without reasonable accommodations.

Description of Duties:

Special Education Program

- Consistent with applicable laws and regulations recommends District policies and objectives and provides direction in matters relating to the requirements of students with special needs.
- Works cooperatively with other administrators to develop programs which meet the special needs of students K-12. Collaborates with the Pre-K-12 Administrative team, Special Education providers, staff, students, and families for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
- Keeps informed as to special education needs of the school.

- Collects, records and reports required special education data, submission to NYS Education department.
- Keeps informed as to State and National requirements.
- In cooperation with other administrators and staff, plans and recommends special education programs and services, maintaining coordination and articulation of programs K-12.
- Serves as a consultant to Board of Education, administration, and staff in matters relating to services offered to children with special needs.
- Schedules and chairs Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meetings.
- Make arrangements for and monitor programs and services specified in each child's Individualized Education Plan (IEP) including the timely processing of necessary paperwork.
- Communicate with school staff, including the superintendent, building principals, teachers, support personnel and transportation, parents, students, agency personnel, BOCES personnel, and other out-of-district personnel regarding programs and services for students.
- Develops and maintains a positive communication system with staff and parents relating to special education programs.
- Prepares the annual budget proposal for special education programs and services, including Medicaid reports.
- Coordinates Non-Public School services for speech improvement and occupational therapy.
- Coordinates 504 services for compliance.
- Coordinates ESL (English as Second Language) services.
- Maintains an advisory committee of parents of children with special needs and serves as the Superintendent's liaison to the committee.
- Submits a report of special education programs and services annually to the Superintendent, together with a projection of future needs.
- Works cooperatively with other administrators to develop programs that meet the special needs of students K-12.
- Maintains master records of student attendance, including necessary records of resident students attending outside agencies.
- Prepares and submits State reports pertaining to special ed programs.
- Works cooperatively with other administrators to develop and maintain an instructional system that incorporates the regular classroom teacher, other teacher specialists, and others who may provide assistance in an integrated continuum of services for meeting the needs of special needs students.
- Represents special education staff at the district level.

- Administers and evaluates the District Alternative Education and Graduate Equivalency Diploma programs.
- Coordinates with outside agencies to provide services to students and staff.
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.

Grant Responsibilities

Federal Grants Coordinator; prepare and submit grant applications along with monitoring budgets for the following federal entitlement grants: Consolidated Grants (ESEA Title I; Title 1 ARRA; Title II; and Title IV); Special Education (611; 611 ARRA and 619) Bilingual Education (CR Part 154 – Limited English Proficiency; Pre-K grant and Homeless grant.

- Writes and submits applications for local and foundation grants.
- Verifies payment and purchase needs related to the federal grants and local budget.
- Prepares and submits grant applications for special need programs.
- Assists in preparation of the special education budget.
- Operates within the letter and intent of legal mandates, Board of Education policies, and the Superintendent's rules and regulations.
- Ensures compliance with Federal regulations pertaining to the Pre-K program.
- Facilitates Safe and Drug-Free School Services and attends district Safety Committee meetings on a quarterly basis.

Supervisory Responsibilities

- Supervises and evaluates School Psychologists/Interns, Family Resource staff members; office clerical staff; Occupational Therapists; Special Education Teachers, Counselors, Social Workers, and Speech Therapists.
- Observes the day-to-day performance of special education staff. Ensures that staff needs are continually assessed and provides training/in-services as may be required.
- Supervises issues pertaining to transportation for students with disabilities.
- Serves as a supervisor for clerical and professional staff who handle special education-related functions; responsible for their work volume, quality, and deadlines; spends a significant amount of time planning, problem-solving, policy writing, directing subordinates, making complex decisions, and interpreting policy; also responsible for hiring, firing, budgets, training and evaluating the performance of employees.

Other Administrative Duties

- Develops proposals, new programs, budgets, and grants that are aligned with the District's strategic plan and goals.

- Provides relevant information to staff in a timely manner.
- Manages concerns and implements conflict resolution skills in a variety of situations with families, staff, and the community.
- Keeps informed on current legislation, research, curriculum, and instructional practices in special education and constructively uses this information for program improvement and in-service of staff.
- Attends Special Education Advisory Committee (SEAC) – Director meetings at BOCES.
- Assists the Superintendent with final interviews for the hiring of all new staff members.
- Serves as the Title IX/Section 504/ADA Compliance Officer, Liaison for Homeless Children and Youth Liaison for Foster Care, and Grants Coordinator, Sexual Harassment Officer.
- Performs all duties and responsibilities related to designation as McKinney-Vento Liaison.
- Liaison to Curriculum Council.
- Ensures compliance as well as, monitoring, tracking, and approval of Home Tutoring to include assisting building staff in acquiring home tutoring services for students with special needs that have medical or disciplinary issues.
- Ensures compliance as well as coordinate, approve, track Home Schooling to include a review of individualized Home Instruction Plans (IHIP) that are submitted to ensure that they meet the requirements of Commissioner’s Regulation 100.10 and notify parents as to the status of the IHIP’s related to compliance; receiving, reviewing and recording required quarterly reports and annual assessment data; notify and implement appropriate procedures for parents who are delinquent in submitting the required reports.
- Visits New York State Education Department VESID office.
- Attend other meetings as requested.
- Other duties as requested by supervisor.

Desired skills: strong technology skills, including working knowledge of Microsoft Suite, Google Suite and Frontline; overall comfort with computer applications.

Positions are subject to change depending on the needs of the district.

Updated 6/30/2022