

# Fort Frye Local Schools Job Postings

February 13, 2020

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The following tentative vacancy is posted for the 2020-2021 school year (appropriate certification required):

## **FORT FRYE LOCAL SCHOOLS** **CURRICULUM AND SPECIAL EDUCATION DIRECTOR**

**Position:** Curriculum and Special Education Director (Local District Coordinator)  
**Reports to:** Superintendent  
**Employment Status:** Regular/Full-time  
**FLSA Status:** Exempt  
**Description:** Act as an assistant to the Superintendent by supporting special projects; data collection, test coordination, federal and state programs, grant writing, development of new programs, gifted services, oversight of curriculum, professional development, continuous improvement, and licensure as well as coordinating the identification and special education services for all students with qualifying disabilities in the school district in compliance with federal special education law.

- 260 day contract
- Salary commensurate w/experience & education level
- Administrative licensure or certification
- Pickup on pickup
- Health insurance benefits
- 20 vacation days
- See attached job description below

**Interested parties should submit a letter of interest, resume, and references to the Superintendent's office P.O. Box 1149 Beverly, OH 45715 by 4:00 p.m. February 28, 2020.**

# **CURRICULUM AND SPECIAL EDUCATION DIRECTOR JOB DESCRIPTION**

**NOTE:** The below lists are not ranked in order of importance

## **Essential Functions:**

- Ensure safety of students and staff
- Assist other administrators and staff with state standardized and benchmarking assessments
- Coordinate/assist in districtwide programs or special projects with curriculum impact
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., test scores, student/personnel information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Coordinate development of curriculum and instruction
- Coordinate all district professional development
- Responsible for coordination, research, creation and submission of grant applications to the federal and state government in upgrading or establishing district program
- Facilitate continuous improvement by leading the District Leadership Team
- Provide leadership and direction to administrators, psychologist, special education staff, students, and families for the implementation of federal law and Ohio rules for education handicapped pupils.
- Administer and coordinate physical, occupational, and speech therapy as well as hearing, psychological, talented and gifted, and preschool services for qualifying students
- Prepare all local, state and federal reports relative to area of special education and pupil personnel services
- Evaluate staff as directed by the Superintendent
- Assist the Superintendent with special projects

## **Other Duties and Responsibilities:**

- Responsible for application, administration, and reporting required by federal programs, Title I, Title II and Title VI
- Seek ancillary funding for the district through grants and collaborative projects
- Assist in the formulation of a philosophy and objectives for the instructional and special education programs
- Keep abreast of developments in curriculum and furnish leadership in determining their appropriateness for inclusion in the district's educational program
- Maintain liaison and active participation with educational leaders in curriculum at the state, regional, and national levels
- Assist the Superintendent with budget development in areas of curriculum, materials, and special education services
- Provide teachers with counsel and assistance toward the solution of instructional problems
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Recommend policy as it relates to curriculum and special education
- Communicate with the public, the Board of Education and staff on curriculum, school improvement efforts and special education issues
- Evaluate curriculum implementation and special education services
- Assist in the reporting of testing, student, and curriculum information through EMIS
- Responsible for researching and determining grants applicable to the district's goals
- Participate on the Local Professional Development Committee and assist with the licensure of staff

- Coordinate curriculum activities and student services/placement outside the district with other schools and agencies
- Maintain accurate student services records
- Serve as the district's sexual harassment and discrimination investigative officer

**Qualifications:**

- Master's degree (M.A.) or equivalent preferred, or four to ten years related experience and/or training or equivalent combination of education and experience
- Appropriate state of Ohio certification/license
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- General computer skills and typing skills
- Technical writing skills
- Knowledge of and experience in grant writing, funding sources, instructional strategies, state/legal requirements relating to instruction and program reporting
- Knowledge and experience in special education law and services

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.