

WASHINGTON SCHOOL DISTRICT
311 Allison Avenue
Washington, PA 15301

10/22/2024

JOB DESCRIPTION

POSITION:	Assistant Special Education Supervisor/Cyber Coordinator (12-months)
LOCATION:	Washington School District
AVAILABLE:	November 2024
SALARY:	Competitive, Act 93 Position
REQUIREMENTS:	Supervisor of Special Education Certification
PREFERRED:	Experience with Cyber Education Services
REPORTS TO:	Supervisor of Special Education
EVALUATION:	Performance of this position will be evaluated in accordance with the approved administrative guidelines under the Act 93 Agreement

JOB SUMMARY: The Assistant Special Education Supervisor and Cyber Coordinator is responsible for providing administrative support to the Special Education Department while also serving as a key liaison for cyber-related services. This role requires a combination of organization skills, attention to detail and a deep understanding of special education and technology.

ESSENTIAL FUNCTIONS OF THE JOB:

Special Education:

- Provide administrative support to the Special Education Supervisor
- Assist with the development of Individualized Education Programs (IEPs) and related paperwork
- Maintain accurate records of students progress and participation in special education programs (NOREPs, notices, re-evals, IEPs, etc.)
- Assist with recruitment and training of special education staff
- Assist in maintaining and reviewing all required Chapter 14 regulations and IDEA mandates
- Assist in referring and maintaining contact with students for appropriate outside placement
- Assist in coordinating psychological and related services with IU #1
- Assist in collaborating with principals to schedule special education teachers, students and

support staff

- Assist in reviewing, advising and developing the Special Education Strategic Plan
- Assist in the coordination of ACCESS billings and working with ACCESS secretary and Business Manager re: Accounting, reconciliation, distribution of funds
- Assist in facilitating special transportation arrangements for students in collaboration with Central Office Administrator
- Assist in reviewing various screen, standardized and/or curriculum based student assessments
- Assist with audits, formal complaints, etc.
- Assist in supervising the Special Education Department Early Intervention-age 21
- Assist in supervising, facilitation and/or promoting transition plans for students 14-21 years old
- Assist in supervising and coordinating services for students in Washington County Correction Facility working with other districts
- Assist in supervising and facilitating English Language Learner services
- Assist in supervising state and local assessment groupings and administration of tests (PASA, MAPS, PSSA, Keystones)

- Any other duties as assigned by the Special Education Supervisor or Central Office Administration

Cyber Coordinator:

- Serve as the primary point of contact for all cyber-related matters within the school district
- Supervise the Washington School District Online Academy
- Collect, monitor and report data and documents in accordance with state or federal legislation as necessary
- Oversee the Cyber School Delivery in the District
- Collaborate with teachers, guidance counselors, and administrators to provide cyber services to students
- Foster relationships with families that demonstrate a need for alternate delivery methods of education services
 - recruit students – participate in information sessions
 - set up meetings with students
 - possible home visits
 - Provide cyber overview to students and parents
- Track technology needs
- Hold cyber meetings once per quarter
- Update Cyber Policy Manual and Forms as needed
- Monitor and assist with technology issues related to the Online Academy
- Serve as liaison between teachers and students
- Monitor students login and online work time

- Create opportunities to celebrate the successes on the Online Academy
- **All other duties as assigned by Administration**

QUALIFICATIONS:

- Experience and success working in a k-12 school setting, preferably in special education
- Strong organizational and time management skills
- Ability to utilize current technology including but not limited to, Microsoft Office Suite, IEP Writer, SkyWard, Outlook and other relevant software
- Excellent communication and interpersonal skills
- Knowledge of special education laws and regulations
- Understanding of cybersecurity concepts and best practices
- Experience with data management and analysis techniques

SUBMIT LETTER OF INTEREST TO: Lisa Coffield, Executive Assistant to the Superintendent
Washington School District
311 Allison Avenue
Washington, PA 15301
OR Email: lcoffield@prexie.us