



JOB POSTING #367
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
APSAA Employment Opportunity

<u>Date of Posting:</u>	June 7, 2017
<u>Position(s):</u>	Director of Pupil Personnel Services (Anticipated)
<u>Location(s):</u>	District Wide
<u>Salary:</u>	Competitive, per contract
<u>Effective Date:</u>	July 10, 2017
<u>Deadline for Applying:</u>	June 21, 2017

Qualifications:

- Master's degree
- New York State Certification in Administration/Supervision (SDA/SDL)
- Additional certification in Special Education or PPS area, preferably guidance or psychology
- Minimum of five years (5) teaching experience in Special Education or related field in Pupil Personnel
- Demonstrated competence in the areas of staff development, program design, and implementation and evaluation of program
- Knowledge of budgets and computerized data management

Responsibilities:

- Ensure due process for Student Discipline process; supervise the annual review of the Code of Conduct
- Provide oversight to open enrollment/school transfer/street directory – implement District policy on maintaining racial balance as well as controlling overcrowding in District schools, and assisting parents in choice regarding this issue
- Provide oversight to student crisis management- assist Building Principals in management of crises for Special Education/Regular Education students
- Complete Federal and State Education Reports required for this position
- Coordination of and supervision of Guidance Counselors, Behavior Specialists, School Psychologists, and School Social Workers
- Supervision of Attendance staff and the implementation of the District Attendance Policy
- Provide oversight to screening/referral interviews of new entrants to District

- Assure a systemic implementation of PBIS (Coordinate w/SPED) and RtI-B Coordinate w/RtI-A
- Implement and prepare a District Response Team
- Assign and supervise non SPED TA's (Coordinate w/SPED)
- After School Alternative Program
- Alternative Education Services
- Other duties as assigned

All applications will be accepted on OLAS:

<https://www.pnwbores.org/TeacherApplication/default.aspx?region=03>

E-mail: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

1 Academy Park

Albany, N.Y. 12207

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