

Mahopac Central School District
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Debra Legato
*Assistant Superintendent for
Human Resources*

Anthony DiCarlo
Superintendent of Schools

TO: All Staff Members
FROM: Debra Legato
DATE: May 27, 2020

POSTING

The District anticipates filling the following position for the 2020/21 school year:

SPECIAL EDUCATION ADMINISTRATOR Effective July 1st, 2020

The Mahopac Central School District, a district committed to excellence and high standards, seeks an outstanding administrator with a successful record of experience as a highly effective instructional leader. The successful candidate must possess excellent written/verbal communication and interpersonal skills; knowledge of best practices in instructional delivery methods; a command of the NYS and Federal special education regulations; a strong commitment to working collaboratively with parents, staff and students towards the improvement of instruction.

The successful candidate will:

- Process and demonstrate extensive knowledge and experience in the CSE process and procedures
- Supervise special education programs and/or placements, conduct observations and evaluations.
- Supervise special education teachers, clinicians, and teaching assistants in conjunction with building principals
- Work collaboratively with administrators regarding decisions about special education supports and services
- Communicate and implement CSE decisions
- Communicate regularly with parents /guardians
- Review referrals
- Support the district's Response to Intervention process
- Request evaluations as needed
- Organize, implement, and supervise summer programs for extended school year students
- Perform other duties as may be assigned by the Assistant Superintendent for Pupil Personnel and Educational Services and/or the Superintendent

In order to be considered for the position, applicants must apply online via OLAS (BOCES Online Application System) at www.olasjobs.org/lhv no later than Wednesday, June 10th, 2020.

C: Anthony DiCarlo, Superintendent of Schools
Dr. Greg Stowell, Assistant Superintendent for Pupil Personnel & Educational Services
Sandra Clohessy, Assistant Superintendent for Business
Michael Tromblee, Assistant Superintendent for Curriculum, Instruction and Professional Learning
Thomas McMahon, President MTA
All Building Principals - PLEASE POST