

## **Administration**

### **Director of Special Education**

#### **A. Qualifications**

1. The Director of Special Education shall have earned a Connecticut Intermediate Administrator Certificate.
2. Such Director of Special Education, subject to the direction of the Superintendent, shall be charged with the following duties:

#### **B. Duties**

1. To be responsible to the Superintendent for all organization, administration, and supervision of the Special Education Program.
2. To have the powers necessary for executing the policies of the Board and for enforcing administrative rules and regulations determined by the Superintendent.
3. To be responsible for the educational procedures and process within the Special Education Program, and for all records and reports concerned thereto, in accordance with the policies, rules and regulations prescribed by the Board of Education, and the state/federal statutes.
4. To keep the Superintendent informed through the use of routine reports, meetings and by other means of communications as may be deemed appropriate by the Superintendent. Exceptional conditions and activities existing or occurring shall be reported immediately.
5. To establish rules for the administration of the Special Education Program which shall be available. The handbook shall be revised annually, or at such times as may be deemed appropriate, and such rules shall be subject to approval by the Superintendent prior to distribution.
6. To conduct educational surveys dealing with Special Education.
7. To make recommendations to the Superintendent for the recruitment, selection and assignment of Special Education personnel.
8. To be responsible for maintaining good public relations with the community.

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### Director of Special Education (continued)

9. To write supervisory reports on Special Education personnel at least once a year, or as directed by the Superintendent.
10. To be responsible for fully utilizing the community's resources for enriching the Special Education Program.
11. To be responsible for coordinating the administration of pupil services.
12. To be responsible for requisitioning supplies, textbooks, equipment and all materials necessary to the operation of the Special Education Program.
13. To serve as the designated Chairperson of the Planning and Placement Team (PPT) for the Andover School District.
14. To prepare the agenda and schedule meetings of the PPT and to assure that the mandated members are in attendance at each meeting and that the parents of the child to be discussed are invited.
15. To supervise the Testing Program and arrange for the transmittal of all necessary test results and data to the schools and PPT.
16. To insure that parents are notified of PPT recommendations and afforded an opportunity to provide input to the PPT.
17. To arrange for transmittal of PPT recommendations to all appropriate parties.
18. To follow up on PPT recommendations with all appropriate parties.
19. To schedule conciliatory meetings of the PPT on the student with parents who disagree with PPT recommendations.
20. To process appeals from recommendations of the PPT.
21. To insure that an annual review is held for each identified child.
22. To arrange for representatives of the PPT to visit public special education programs and approved private programs and to prepare reports on the adequacy of these programs for the Superintendent.

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### Director of Special Education (continued)

23. To insure that the appropriate PPT members participate in local child find activities.
24. To insure that the PPT recommendations are transmitted to classroom teachers to assist in the development of Individualized Educational Plans.
25. To insure that a register of all identified children who live in the school district is maintained and update annually.
26. To employ accepted principles of administration and high professional standards while working cooperatively with the teaching staff for the best interests of the children.
27. To continue to improve educationally and professionally, encouraging the teaching faculty to do the same.
28. To show evidence of leadership in formulating and developing the programs and projects that will improve the excellence of the school district, as well as in the areas of the Director's particular responsibilities.
29. To perform such other duties as may be assigned by the Superintendent.

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ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut