



# JOIN OUR TEAM

The Utica City School District announces the following vacancy:

## **CSE/CPSE CHAIRPERSON – 2** (12-MONTH POSITION)

**Reports to: Administrator for Special Education Services**

The Chairperson for the Committee on Special Education conducts CSE meetings in the Utica City School District. The Chairperson is responsible for ensuring that Federal and State regulations pertaining to the education of students with disabilities are consistently observed and implemented.

Salary: As per U.A.A. Contract

### **QUALIFICATIONS/MINIMUM REQUIREMENTS:**

- New York State Certification as School Administrator/Supervisor and/or School District Administrator
- Master's Degree in School Administration or equivalent
- Three (3) to five (5) years of Administrative experience preferred
- Five (5) years of successful working experience in CSE/Team capacity
- Excellent communications skills
- Aforementioned experience and/or requirements will be at the discretion of the Administrator for Special Education Services

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Ensures that each CSE referral is justified with pre-referral strategies implemented and assessed
- Schedules meetings in compliance with timelines, staffing and due process requirements
- Conduct/hear student cases regarding new referrals, program reviews, annual reviews and triennial reviews
- Conduct Manifestation Determinations in conjunction with Superintendent Hearings related to discipline violations
- Record minutes and document the results of CSE Meeting in a timely fashion
- Communicates with advocacy groups, lawyers, mental health agencies and out-of-district schools and staff
- Works with district staff to ensure that IEP's are implemented, testing completed and progress monitored
- Communicate Special Education policies, procedures and mandates to parents and professional staff
- Assume responsibility for other assignments as indicated by the Administrator for Special Education Services or Superintendent

Qualified applicants must submit an Administrator Application (available on our website: [uticaschools.org](http://uticaschools.org)) or in the Human Resource Department, resume and NYS Certification to

**Sara E. Klimek, CHIEF HUMAN RESOURCES OFFICER, at:**

**[employment@uticaschools.org](mailto:employment@uticaschools.org)**

**Application Deadline: December 13, 2023**

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