

## **Cleary School for the Deaf Seeks the Following:**

### **Pupil Personnel Services Coordinator**

#### **Job Description:**

Work with all constituencies to supervise the process of pupil personnel services. Oversee pupil personnel services department that prepares and attends initial and ongoing IEP meetings for all Cleary students, which includes annual reviews and re-evaluations. Serves as liaison to the school district Committee on Special Education. Coordinate meetings of the social services team to discuss students and their individual needs. Qualifications: NYS Certified Administrator (SDA and SBL). Experience with deaf students and their needs. Familiarity with district-wide services and programs. Ability to coordinate and communicate with multiple districts. Knowledge of NY Special Education Law and Special Education programs and services.