

**YORKTOWN CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES**

PROPOSED JOB DESCRIPTION
CHAIRPERSON, COMMITTEE ON SPECIAL EDUCATION
(CSE)

1. Assures district compliance with Part 200 of Commissioner's Regulations which address the responsibilities and operations of the Committee on Special Education.
2. Maintains effective and appropriate practices and procedures for CSE referrals, evaluations, data collection, meeting schedules, participant notification, and post-meeting documents and reports.
3. Periodically reviews and revises procedures, as necessary, in response to changing state mandates.
4. Chairs meetings of the Committee on Special Education.
5. Assures that CSE meetings occur with a legally-constituted committee, with all required members present or appropriate waivers signed.
6. Participates in recruitment and recommendation of CSE members and parent representatives.
7. Assures timely completion of mandated paperwork to fulfill CSE process: IEPs, Board of Education recommendations, STAC forms, and other necessary documentation.
8. Assures timely follow-up of CSE recommendations regarding arrangements for additional assessments, acquisition of assistive technology, referral to related services providers, Transition Planning, etc.
9. Assures communication of CSE recommendations and IEPs (per Chapter 408 of the Laws of 2002) to appropriate building and Central Office personnel.
10. In conjunction with the Administrative Assistant for Pupil Services, participates in the program search process for students referred by the CSE for out-of-district placements.
11. Prepares Annual Review schedule for central CSE.
12. Schedules and conducts Annual Review meetings for students in out-of-district placements.
13. Reviews referrals and consults with parents, as appropriate, to explore building level/regular education interventions prior to CSE involvement.
14. Attends and participates in meetings of building Child Study Teams, as may be requested by building administrators or immediate supervisor, to consult with staff on developing and implementing pre-referral interventions for students under consideration for future CSE action.
15. Acts as consultant and resource to district staff on the needs of classified students, available programs, and federal, state, and local regulations, policies, and procedures.

16. Attends and participates in CSE Subcommittee meetings at the building level on an as-needed basis, assists in preparation of IEPs, and acts as liaison between building committees and the central CSE.
17. Maintains familiarity with the "IEP Direct" special education student database and documentation system, and assures accuracy of clerical data entry and IEP production.
18. In conjunction with the Assistant Superintendent for Pupil Services, collects and organizes data necessary for status reports on special education programs, services, and student enrollments.
19. Serves as liaison to district and community organizations to provide information regarding the CSE process.
20. Serves as alternate CPSE Chairperson, as necessary.
21. Participates in meetings of the BOCES-sponsored CSE Roundtable, the Liaison Officers group, and other regional meetings pertinent to CSE and special education issues.
22. Assures continuing professional development by attending and participating in appropriate conferences and workshops.
23. Provides relevant information to the Assistant Superintendent for Pupil Services relative to preparation of budgets and grants.
24. Maintains availability for up to 20 days between the close of school in June, and the opening of school in September, to conduct relevant CSE activities. Time to be scheduled in collaboration with the Administrative Assistant for Pupil Services.
25. Assumes other appropriate duties and responsibilities as may be requested by the Administrative Assistant for Pupil Services.

Reports to: Administrative Assistant for Pupil Services