

# WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

## DIRECTOR OF SPECIAL EDUCATION & SPECIAL SERVICES

### Job Description

#### ABOUT THE DISTRICT:

The Wilkinsburg School District is a small, urban public school district serving approximately 400 students. The district operates two elementary schools, offering education from Pre-Kindergarten through Sixth Grade. Through an educational partnership, students in grades 7–12 attend Pittsburgh Public Schools, gaining access to expanded academic programs, extracurricular activities, and support services. The Wilkinsburg School District is dedicated to advancing academic excellence and promoting the social and emotional well-being of all its students.

#### POSITION OVERVIEW:

The goal of the Director of Special Education & Special Services is to promote student achievement and educational equity by ensuring high-quality, morally grounded, and legally compliant special education programming and services for all neurodivergent students. This position leads Wilkinsburg School District's special education programs, ensuring compliance with Pennsylvania (Chapters 14, 15, and 16) and federal (IDEA and Section 504) regulations, while supervising and evaluating school psychologists and supporting principals in the evaluation of the special education teachers. Successful candidates will demonstrate a strong commitment to serving students with special needs, possess excellent leadership, communication, and conflict-management skills, have deep knowledge of state and federal regulations and funding, and ideally have five years of successful experience in special education supervision.

The Director of Special Education is a member of the Act 93 and as such has management and leadership responsibilities related to human, financial and material resources. This role reports directly to the Superintendent and works closely with the Director of Business and Operations, the Director for Curriculum, Instruction and Assessment and administrators, teachers, students, and families in the district. In addition, the Director is the liaison with the Pittsburgh Public Schools, state, federal and outside agencies regarding the delivery of special education services and compliance issues.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as the District liaison with local and state agencies for IDEA/ADA compliance.
2. Oversees Special Education Program enhancements, including special educators, paraprofessionals, and related service providers related to staffing, curriculum, resources, materials of instruction, and assessment.
3. Initiates and confirms changes to PDE documentation, including but not limited to comprehensive planning, APSEM (APS Placement System), and educational benefit reviews.
4. Coordinates Extended School Year programming for all students (position postings, hiring of staff, student scheduling, IEP recommendations, etc.) to include off-site and in-house programs.
5. Serves as the District Local Education Agency Representative for district-level IEP meetings, students attending alternative educational placements, and students with IEPs on grades 7-12 in Pittsburgh Public Schools.
6. Coordinates and oversees activities associated with School-Based Access Programming
7. Trains school-based teams in De-escalation and Trauma-Informed Practices in working with students displaying challenging behaviors
8. Coordinates all early intervention students transitioning into WBSD or an alternative placement
9. Coordinates all related services for our students (vision, hearing, physical therapy, occupational therapy, etc.)

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10. Assists teachers with academic, behavioral, social/emotional interventions/recommendations
11. Facilitates the coordination and management of all Section 504 plans for the district
12. Documents all restraints for students attending WBSD and alternative education facilities and participates in subsequent IEP meetings.
13. Coordinates English as a Second Language (ESL) programming for English Learners (ELs).
14. Coordinates the training and administration of the Pennsylvania Alternative System of Assessment (PASA)
15. Collaborates with local and state agencies in the coordination of services and supports for students experiencing homelessness and foster care.
16. Supervises the school psychologist and collaborates with school principals in evaluating the special education faculty.
17. Collaborates with the administration team to ensure system-wide collaboration and coordination in achieving goals for improving student achievement.
18. Seeks input from professional staff on changes needed to strengthen programs for students with special needs.
19. Recommends to the Superintendent those changes to instructional programs that will assist teachers and schools in an educational, achievement, and/or environmental benefit for all students and that will satisfy local, state, and federal mandates.
20. At the direction of the Superintendent, present and make recommendations to the Board of Education on necessary topics such as State mandates, programming changes, data presentations, goal setting, etc.
21. Collaborates with colleagues to ensure a regular process to review student achievement data at the school and district levels that will inform both curricular and instructional practice in all content areas.
22. Supports the development and implementation of professional development activities for all faculty and staff to ensure deep understanding of curriculum and pedagogy, as well as state or local mandated activities.
23. Stays current and disseminates current trends and best practices related to student achievement and special education as well as updates or changes in state and federal laws.
24. Assists in the recruitment, screening, hiring, and assigning of school professional and paraprofessional personnel in the indicated areas.
25. Assists in the preparation and administration of the special education budget and supervises purchase requisitions for the special education budget.
26. Models respect, professional behavior, and commitment to continuous learning.
27. Represents WBSD at local, regional, and state meetings addressing special education, homelessness, foster care, ESL, and nursing.
28. Other duties as assigned by the Superintendent.

## **EDUCATION AND EXPERIENCE:**

1. Holds a Master's Degree from an accredited institution; a Doctoral Degree is preferred.
2. Administrative certification required: A Valid Pennsylvania Supervisor of Special Education and/or Supervisor of Pupil Services Certificate.
3. At least five (5) years of successful teaching experience as a special educator or experience as a school psychologist is required, with previous experience as a Special Education Director or Supervisor being strongly preferred.
4. Demonstrates strong leadership, management, organization, and human relations skills with a strong commitment to both educational equity and excellence.
5. Demonstrates highly effective skills in written and oral communication.
6. Demonstrates a deep understanding of IDEA and Pennsylvania Regulations as they pertain to students with disabilities, students experiencing homelessness, students in foster care, and English Language Learners.

Director of Special Education and Special Services  
Updated 8/2025

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7. Demonstrates the ability to establish meaningful and productive relationships with students, teachers, staff, families, and community members.
8. Shows evidence of broad reading in professional literature related to the field of special education and student achievement.

## **APPLICATION PROCESS:**

Interested persons should mail or email a letter of interest, resume, three recommendation letters, transcripts, certifications, and current clearances by September 3, 2025 to:

Wilkinsburg School District  
Human Resources  
Mrs. Cindy Bogatay  
Email: bogatayc@wilkinsburgschools.org

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the school district.*

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