



Riverhead Charter School

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www.riverheadcharterschool.org

Executive Director
Raymond Ankrum

Director of Finance
Nicola Graham

Director of Special Education and Assessments

The Riverhead Charter School is seeking candidates to fill an anticipated full time, probationary Director of Special Education and Assessments

Candidates must hold or be eligible for a valid NYSED SBL or SDL Certification

Essential Duties and Responsibilities:

- Attends training sessions and conducts local training sessions for school staff on proper conditions, practices and procedures for testing
- Works with school leadership on developing the testing schedules and supervises school wide coordination of test implementation. Responsible for communicating this schedule to all stakeholders
- Oversees ordering of test materials for the school, and verifies shipments; coordinates repacking and shipment of materials to test vendors. Ensures security of test forms and related materials in accordance with statewide regulations.
- Manages the dissemination collection, and entering of formative testing materials, including testing rosters
- Provides assessment reports for school leaders to support data driven model for instruction
- Planning and conducting staff development activities that focus on the data and assessment to enhance learning and collaborative instructional planning
- Implementing and maintaining "school age" Special Education programs and services
- Monitors the implementation of special education and compliance with regulations
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the school
- Prepares and maintains documentation and reports data to school administration
- Communicates programs, services and regulations to school personnel, parents, the board of trustees and districts for the purpose of understanding of the programs
- Creates and manages outside provider schedules (speech, OT, PT) and oversees attendance records

