



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Special Education Team Chairperson

Job Goal: Reporting to the building Principal and the Special Education Department Head, the Special Education Team Chairperson will assist the Assistant Department Head or Director of Special Education in supporting special education requirements for a diverse population of students and families. The role seeks to create and maintain a team approach focusing on student strengths and team collaboration.

Responsibilities:

- Organize, conduct and manage IEP meetings for both in-district and out of district placements as district representative
- Be mindful of, and implement, culturally and linguistically diverse practices for all students and their families
- Ensure, to the extent appropriate, that family and community engagement are considered during the IEP process
- Be able to facilitate IEP meetings in a compliant, efficient, collaborative and empathetic manner including initial evaluations, re-evaluations and other meetings as needed
- Oversee the evaluation process for the department in accordance with state and federal regulations
- Coordinate academic testing with students, to include scheduling of testing, consultation with special and general educators, classroom observations and report writing of results
- Conduct specific academic testing, provided that the Team Chair has training on the evaluation instrument
- Review IEPs as follow up to team meetings, prior to parent submission
- Maintain ongoing caseload of privately placed special education students
- Demonstrate an understanding of Special Education regulations and remain current with updates to assure compliance
- Work closely with the Department Head/Assistant Director of Special Education regarding specific case issues pertaining to services and/or placement
- Other duties as assigned

Qualifications:

- Bachelor's degree (required); Master's degree (preferred)

- Requisite licensure as defined by the Massachusetts Department of Elementary and Secondary Education (DESE) (Special Education) and Sheltered English Immersion (SEI) Endorsement
- Minimum of three (3) years experience working in Special Education in a school setting with a track record of success improving the academic achievement of students receiving special education services
- Strong instructional leadership skills and a record of showing leadership in a variety of situations, such as in academics, school culture/climate, and operations
- Must be or become (by hire) Safety Care certified
- Exceptional interpersonal skills with students, parents, and colleagues
- Commitment to ensuring academic success for all students
- Belief in the necessity of high behavior expectations and consistency in upholding those expectations
- A strong commitment to helping a wide variety of culturally diverse students achieve their full potential
- Ability to support the development of culturally responsive programs and activities that promote student engagement, family engagement, community involvement and a positive school climate
- Successful completion of a Criminal Record Check (C.O.R.I.), Sexual Offender Record Check (S.O.R.I) and fingerprints

Evaluated by: Assistant Director of Special Education or Department Head of Student Services (depending on school assignment)

Work Year: In accordance with the terms of the WEA Unit A collective bargaining agreement

Salary/Benefits: In accordance with the terms of the WEA Unit A collective bargaining agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required

to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

Approved by School Committee: May 14, 2024

Revised: December 19, 2025