



TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948
PHONE: (814) 827-2715 • FAX (814) 827-7761 • www.GoRockets.Org

STEPHANIE A. KEEBLER
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.
ASSISTANT SUPERINTENDENT

Job Posting:

(Anticipated) Director of Special Education/Act 93

Work Location: District Administration Office

Type Position: Permanent / Full-Time

Posting Date: February 27, 2026

Certifications Required: Act 34 PA Criminal Background Check
Act 114 Federal FBI Fingerprinting
Act 151 PA Child Abuse Certification
Act 126 Mandated Reporter Training Certification
Act 24/82 Disclosure
Act 168 Disclosure

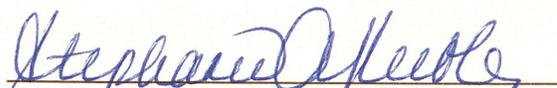
Qualifications:

1. High School diploma required
2. Bachelor's degree in Special Education necessary (Master's preferred)
3. Supervisory certification or Superintendents letter of eligibility required
4. Ten (10) years Teaching experience
5. Knowledge of Special Education laws and regulations
6. Must possess computer/technology skills
7. See attached job description

To Apply: Send completed application requirements to:
Stephanie Keebler
301 E Spruce Street, Titusville, PA 16354
skeebler@gorockets.org 814-827-2715 x8-3410

- PDE Teacher Application
- Cover letter/Resume
- Teaching certification
- Official transcripts
- Clearances/Mandated Reporter training
- Three (3) letters of reference

Deadline to Apply: March 25, 2026


Stephanie Keebler, Superintendent

Office Use Only:

Cc: All buildings post

"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District

TITUSVILLE AREA SCHOOL DISTRICT

TITLE: Director of Special Education **DATE:**

REPORTS TO: Superintendent

APPROVED BY: Superintendent

JOB SUMMARY: Administer and manage Special Education programs and services ensuring that exceptional students have an opportunity to reach optimum levels of development. Administer and manage Alternative Education program and services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepare the Special Education Plan and other required state reports, facilitate the State Compliance Monitoring process, and serve as a member of the District Comprehensive Planning team.
2. Maintain current plan for special education programs and services; implement as basis for operation per requirements specified by PDE, TASD and IU6.
3. Develop and maintain a system to ensure timely and appropriate referrals and evaluations for exceptional students.
4. Implement curriculum and program planning; provide pre-service/in-service training for teachers and aides; conduct in-service IDEA, Chapter 14, and Chapter 16 training for administrators, staff and parents.
5. Evaluate all Special Education programs, facilities, curriculum, learning activities, materials and supplies, parental relationships and teaching practices.
6. Develop system for and maintain data indicating student growth to show efficacy of the program; ensure that programs are in compliance with state and federal standards/regulations.
7. Provide direct supervision of special education, gifted, and alternative education staff members and para-professionals; observe staff in the classroom; monitor special education programs and services.
8. Provide leadership in the recruitment, selection, assignment, and training of special education personnel.
9. Assist and provide expenditure control to administrative staff in the areas of budgeting; maintain knowledge of state and financial aid for special education.
10. Mediate disputes within evaluation (MDE) and IEP/GIEP teams as they relate to identification, placement, and services.
11. Serve as liaison between community agencies, intermediate units, and other school districts; provide related child based reporting to PDE, school board and the IU.
12. Mediate disputes within evaluation and IEP/GIEP teams relating to identification, placement and services; assist in resolution of parental concerns.
13. Assess personnel needs within the special education program and gifted education and assist with the recruiting, interviewing, and assignment of personnel.
14. Assess and monitor specific budget needs and submit a report to the

Superintendent.

15. Participate in and contribute to, professional activities, conferences, and forums to promote the public's understanding of the district, special education programs, exceptional students and gifted education program
16. Act as the LEA for all students attending classes outside the district.
17. In cooperation with the school psychologists and guidance staff, plan, develop, and assess Accommodation Plans for Protected Handicapped students (Section 504) for grades K-12.
18. Provide induction to new special education teachers relative to special education and gifted education policies, procedures, and forms.
19. Develop a procedure for ensuring Early Intervention students' transition into the appropriate educational placement for all students.
20. Conduct departmental meetings for psychologists, speech therapists, special education teachers, AEDY and gifted education teachers and para-professionals
21. Represent School District with outside agencies to include attending Advisory Council meetings, disseminating information as appropriate, and collaborating with the consortium.
22. Assist Department of Education with cyclical compliance audit of special education and gifted education.
23. Facilitate the Alternative Education program and services ensuring all state and federal guidelines and requirements are met.
24. Evaluate all Alternative Education programs, facilities, curriculum, learning activities, materials and supplies, parental relationships and teaching practices.
25. Supervision and training of para-professionals
26. ACCESS implementation and coordination
27. Supervision of School Psychologists, speech and language therapists, AEDY and para-professionals
28. Perform other duties as assigned by the Superintendent.

QUALIFICATIONS: Ten (10) years teaching experience
Bachelor's degree in Special Education necessary
Masters' degree in Special Education preferred
Supervisory certification or Superintendents letter of eligibility required
Knowledge of special education laws and regulations
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
FBI Criminal History Record Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Act 126 Mandated Reporter Training
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit with some walking, standing or moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills (Approximate employees - 34 indirectly)
Must possess technology and software skills
Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)