



Inter-Governmental Agreement for shared Special Education Services

This AGREEMENT is made this First day of July 2022 between **Wellsboro Area School District Area School District, Wellsboro, PA,** and **BLaST, Intermediate Unit #17,** of Williamsport, Pennsylvania, and Canton, Pennsylvania (“IU”). In consideration of the promises and covenants contained in this Agreement and intending to be legally bound, the parties agree as follows:

RESPONSIBILITIES OF THE IU

During the 2022-2023 school year, the IU shall provide and operate the programs and services enumerated in “Appendix A” attached hereto. For purposes of this agreement, the phrase “programs and services” shall mean the following:

- a. Professional or paraprofessional staff in such numbers and with such certification, licenser, or training as is required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date.
- b. Supervision, administration, classroom management, and evaluation of all professional and paraprofessional staff used to implement this agreement and other duties as described in the supervisor job description attached to this contract (Appendix B).
- c. Administrative and clerical support services from departments or programs within the IU other than the Special Education Department, when required in the judgment of the IU for the effective and efficient implementation of this agreement.
- d. Provision of criminal background information on all individuals for whom such information is required by Section III of the Public School Code of 1949, 24 P.S. s 1-111.

The IU shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal governments, or any other individual or entity beyond the control of the IU. When compliance with the requirements of state or federal law, including the provision of a free appropriate public education, depends upon the performance, actions, or cooperation of the District, the IU shall make every effort to advise the District accordingly.

On or before May 1, for each ensuing year that the parties renew this agreement, the IU shall establish and shall notify the District in writing of the unit cost of each program or service

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, the Americans with Disabilities Act and its implementing regulations, the Pennsylvania Human Relations Act and its implementing regulations, and Act 166 of 1998.

- d. Assistance, cooperation, and participation of District staff in the development and implementation of adaptations and support services necessary to enable students assigned to the program or service to participate to the maximum extent possible in mainstream or integrated educational or extracurricular activities.
- e. The same regular education support and ancillary services as provided to non-exceptional students.
- f. Application of building or district discipline and student conduct policies in a manner consistent with state and federal laws applicable to exceptional students in effect on the above date.
- g. Curriculum development and provision of such in-service programs, training, and mentor programs to IU staff necessary to implement this agreement in accordance with state and federal law and the terms of any applicable labor agreements to which the IU is party.

COORDINATED RESPONSIBILITIES

The District shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision processes for all exceptional or thought-to-be exceptional students who reside within the District. The IU shall make appropriate members of its staff available at reasonable times and locations for participation as needed in MDE's and IEP planning conferences. Nothing in this paragraph, however, shall require the IU to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The IU shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations is within the scope of the programs and services enumerated in this agreement. The District shall adhere to all recommendations of the IEP team that require the provision of programs, services, accommodations, or support not within the scope of the programs and services enumerated in this agreement.

PAYMENT SCHEDULE

The District agrees to pay the IU a total of **\$176,794.55** for the programs and services provided pursuant to this agreement in five (5) scheduled payments on or before the dates listed below.

1.	August 31, 2022	20%	\$35,358.91
2.	October 31, 2022	20%	\$35,358.91
3.	December 30, 2022	20%	\$35,358.91
4.	February 28, 2023	20%	\$35,358.91
5.	April 28, 2023	20%	\$35,358.91

Final reconciliation of actual costs shall be made on or before November 1 of the following year and subsequent billing if necessary.

BLaST Intermediate Unit #17

Position Description

Position Title: Supervisor, Special Education
Department: Student Services
Reports To: Assistant Executive Director of Student Services
Prepared By: WRM Date: 6/03
Revised By: WRM Date: 4/2010

SUMMARY: To use leadership, supervisory and administrative skills to provide sound educational programs for students who require special education services.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other *duties may be assigned.*

- Develops program recommendations and serves as a liaison between the IU and its constituent Charter Schools
- Ongoing evaluation of the Special Education curriculum, procedures, and individual students' needs and progress.
- Supervises and coordinates special education classroom programs.
Responsible for compiling and maintaining all reports, records, IEP's etc. that are legally required and useful to program management.
Interprets the objectives and programs of the Spec. Ed. services to the Board, staff and the public.
- Assist in the referral evaluation, placement, assignment, and re-evaluation of students with regard to Special Education programs.
- Consults with parents of students enrolled in the program.
- Implements procedures for purchasing special education equipment and supplies.
Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
- Periodically observes teachers under their supervision. Evaluates both professional and paraprofessional staff under their supervision.
- Keeps informed of all legal requirements governing Special Education.
- Assists with the professional development of teachers.
Assists in the adaptation of school procedures to assist special education students' needs.
- Attends special events held to recognize student achievement, and school sponsored activities.
- Schedules staff assignments.
- Supervises and coordinates home instruction for special students.
Establishes and maintains standards of student conduct and assist in student discipline as necessary.
Cooperates with college and university officials regarding teacher training and preparation
Attends interagency meetings when appropriate.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned staff in the Department of Student Services. Is responsible for the overall direction, coordination, and evaluation of professionals in their charge. Also directly supervises paraprofessional employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's degree or equivalent. Full approval in at least one area of special education. Three years of successful experience in special education and one year of successful experience as a supervisor.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Teaching Certificate and certification as a Special Education supervisor.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to transport between school buildings, Charter Schools and IU offices. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of Department of Education, Bureau of Special Education policies.

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. The supervisor must be able to develop and maintain excellent working relationships with staff, administration, parent's teachers and others. They must be able to effectively meet demands from several people.

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 may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.