

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Department of Human Resources**

**JOB DESCRIPTION**

**Title: Supervisor of Special Education (FLSA: Exempt)**

**Performance Responsibilities -**

**Design and Evaluation - Supervises the design and evaluation of Special Education Services.**

- Develops comprehensive goals and objectives for Special Education services in the Parish.
- Reviews and improves the Special Education Services on an annual basis.
- Makes annual projections of Special Education needs including professional and non-professional personnel, programs and facilities.
- Makes recommendations based on satisfactory interpretation and implementation of all State Department of Education guidelines.
- Develops personal goals and objectives for effective leadership.

**Leadership-Supervises the work of all Special Education subordinates.**

- Recommends employment of teachers, specialists, and auxiliary personnel to work with Special Education Programs.
- Evaluates performance and progress of subordinate personnel based on systematic procedures outlined by the School System.
- Provides in-service training for personnel in position 0-3 years and personnel in position four or more years who work with Special Education students and services.
- Recruits, interviews, and makes recommendation for employment and dismissal of professional paraprofessional staff.
- Assists teachers in locating and selecting appropriate classroom materials.
- Assists teachers and parents in developing prescriptive programs for individual students.
- Conducts periodic conferences with individual teachers and groups of teachers to solve Special Education problems.
- Any other duties as assigned by the Assistant Superintendent of Curriculum and Instruction

**Management - Initiates activities necessary to maintain a Special Education Program in the Parish.**

- Assesses the need for new programs and services and prepares state and federal proposals to meet the needs.
- Develops and monitors a formal data collection system for program and case management.
- Interprets and implements state and federal guidelines relative to delivery and funding of Special Education services.
- Makes accurate and systematic reports on fiscal operation of the Special Education Program.

**Student Services - Supervises practices designed to promote the success and well-being of students.**

- Establishes program guidelines and procedures for screening, scheduling, referrals, class selection and case termination related to any student Special Education problems.
- Supervises the referral of students for psychological testing or other evaluation services.
- Places students in appropriate classroom environments designed to offer the least restrictive environment for learning.
- Maintains liaison with agencies and professionals providing special services to students.
- Organizes and coordinates programs for students with special problems.
- Consults with parents, teachers, and counselors on the development of a plan for helping students when necessary.
- Supervises and coordinates the professional work of all persons who deal directly with Special Education students.

**School/Community Relations -Supervises and implements practices leading to effective public relations.**

- Prepares and disseminates information about the Special Education Programs for parents and the general public.
- Works with parents, teachers and principals to solve any problems related to communication, interpretation or implementation of special education services.
- Serves as a resource person to any regular school faculty or community organization who wishes to know about the Special Education Program.
- Works to achieve maximum understanding and support of public education.

**Professional Development - Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:**

- United States citizen or authorized alien;
- Requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel;
- Physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** Twelve months

**Reports to:** Assistant Superintendent of Curriculum and Instruction

**Supervises:** All Special Education Personnel.

**Signature of Evaluatee** \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee** \_\_\_\_\_

**Employee Identification Number** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Evaluator** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original-Human Resources

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