

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATING SUPERVISOR OF BIRTH TO FIVE PRGRAMS

POSITION: Coordinating Supervisor of Birth to Five Programs

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

**DUTIES AND RESPONSIBILITIES:**

This position provides leadership in the development and implementation of curriculum and instruction related to infants and toddlers, pre-school Special Education, and Pre-Kindergarten 3 and 4 year-old programs. The coordinating supervisor is responsible for assisting site administrators and teachers in articulating instructional practices, including specially designed instruction, at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. The coordinating supervisor must demonstrate effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills. This position requires the ability to travel to various sites, ability to observe and provide evaluative feedback regarding instruction, effective and efficient use of technology, and participation in on-going professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments.
- B. Helps to develop system instructional goals, objectives, and plans.
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes.
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility.
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations.
- F. Appropriately models and supports the integration of instructional technologies to support student learning.
- G. Coordinates Program placement for Children in Infants and Toddlers, Pre-School Special Education, and Pre-Kindergarten 3 and 4 year old programs.
- H. Works collaboratively with schools to arrange the transfer of children ages 3 and 4 from the home zone school to another school that the family has requested when transfer is requested.
- I. Completes special education applications for grant funding for pre-school and the Consolidated Local Implementation Grant.

II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed.
- B. Collaborates in the planning and implementation of system-wide orientation for appropriate personnel.
- C. Establishes effective working relationships with instructional personnel.
- D. Conducts special education and general education teacher observations and conferences to promote professional growth.
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement.
- F. Develops and conducts professional development to strengthen present programs and/or initiate

new programs.

- G. Secures professional development for teachers in the Birth to Five Programs.
- H. Provides professional development on Statewide Initiatives such as the Early Learning Assessment and the Child Outcome Summary as necessary to providers of Early Childhood Services.
- I. Coordinates interviews for service providers on the Early Childhood Team.

### III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings.
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants.
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information.
- D. Plans, develops and coordinates the publication of curricular materials.
- E. Coordinates Transition Meetings for all students with disabilities transitioning from one program to another as needed.
- F. Conducts regular meetings with the Birth to Five Teams.

### IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of special education grant funding as appropriate.
- B. Reviews special education instructional budget requests from schools.
- C. Assists in preparation of the special education instructional budgets.
- D. Coordinates evaluation and selection of instructional material and equipment.
- F. Reviews and controls as appropriate the expenditures of allocated funds.

### V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction.
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions.
- C. Assists in the preparation of material for public information and awareness.
- D. Member of the Head Start Governing Board and Policy Council.
- E. Attends meetings of the Early Childhood Council.
- F. Attends meetings of the Local Interagency Coordinating Council and State Interagency Coordinating Council.

### VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system.
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies.
- C. Participates in committees, meetings, and other partnership activities as required.
- D. Works collaboratively with the Judy Center Coordinator to coordinate Special and General Education services as needed to children in their purview.

### VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations.
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel.

### VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with staff in a positive and productive manner which fosters instructional improvement.
- C. Serves as a mediator in resolving conflicts.

D. Demonstrates positive human relations skills.

**QUALIFICATIONS:**

- Possess a master's degree;
- Possess an Advanced Professional Certificate with certification in Early Childhood and Special Education with Administrator I endorsement required;
- Demonstrated knowledge of appropriate instructional and curricular methodologies;
- Have a minimum of five years of successful teaching experience at the (elementary) school level; and
- Demonstrated leadership experience.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

**BARGAINING UNIT ELIGIBILITY: SMASA**