SUPERVISOR OF SPECIAL EDUCATION

POSITION: Supervisor of Special Education

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:
This is a position that provides technical assistance, training, compliance monitoring and program supervision from the central office level to schools, staff and families.

ESSENTIAL FUNCTIONS:
▪ Monitor the implementation of local, state and federal policies regulations governing special education;
▪ Monitor standardized assessment and eligibility criteria for students with disabilities;
▪ Support site based intervention to support integrated interventions to access general education curriculum;
▪ Collect and analyze student and program data and make recommendations regarding needed programmatic revisions;
▪ Conduct observations and evaluations of special education staff as assigned. Observes and assists with the classroom performance of special education teachers in cooperation with the building principal and/or supervisory staff;
▪ Assists special education teachers in the implementation of the instructional objectives for students;
▪ Provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP development and implementation;
▪ Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students;
▪ Propose, implement and evaluates grants and long term projects that include budget, professional development and student achievement milestones and benchmarks;
▪ Supervise regional programs that support students with complex needs;
▪ Supervise central office-based and/or itinerant staff as part of support to schools, staff and families; and
▪ As appropriate and directed, in State and Regional committees that support students, staff and families.

DUTIES AND RESPONSIBILITIES:
▪ Works with schools in developing a comprehensive compliance review plan;
▪ Assists sites in developing a plan of action to address any identified compliance issues;
▪ Participate in community committees as appropriate to represent the special education program and the interests of students with disabilities;
▪ Train identified staff to implement research based intervention programs and monitor implementation with fidelity to the model;
▪ Plan and provide staff development opportunities to support current initiatives;
▪ Assist in the recruiting and hiring of special education teachers, therapists and paraeducators;
▪ Respond to investigate and communicate with MSDE regarding Corrective Action Plans, State Complaints and Due Process Complaints;
▪ Prepare, submit, monitor and evaluate local, state and federal grants; and
• Assume other appropriate related duties as may be assigned by the executive director of special education and student services.

QUALIFICATIONS:
• Applicants must possess a Master's degree, certification in Special Education and a current endorsement for Administrator I.
• Minimum of five years successful teaching experience with special needs populations.

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 C.

BARGAINING UNIT ELIGIBILITY: SMASA

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