

**JOB DESCRIPTION:** Special Education Supervisor (2024-2025 School Year)

**IMMEDIATE SUPERVISOR:** Principal

The Philadelphia Charter School for Arts & Sciences seeks a full-time Special Education Supervisor to join the Elementary School/Middle School team at our neighborhood campus located at 1197 Haworth St for the 2024-2025 school year. At Arts & Sciences, students in grades K-8 engage in a unique educational program designed to grow the next generation of creative leaders, and where students focus on the arts and sciences as major subjects alongside a technology-infused, standards-driven academic curriculum. Our teachers are creative, passionate, professional educators that believe every student has specific intelligences that must be nurtured and that all students should have an equal opportunity to achieve their own innate potential.

**EDUCATION, TRAINING, AND EXPERIENCE:**

1. Bachelor's degree in a related field preferred
2. Pennsylvania Special Education Certification and Supervisory Certification of Special Education
3. Successful experience with programs dealing with students with disabilities
4. Ability to work on site during the hours required
5. Demonstrated aptitude or competence for assigned responsibilities
6. Required criminal background checks and proof of U.S. citizenship or legal alien status
7. Such alternatives to the above qualifications as the Board of Trustees of String Theory Schools ("Board") may find appropriate and acceptable

**GENERAL DESCRIPTION:** Under the supervision of the Principal, the Special Education Supervisor works with all certificated and non-certificated personnel associated with pupil services in order to improve and facilitate services to all pupils with disabilities throughout all schools managed by String Theory Schools

**DUTIES AND RESPONSIBILITIES**

1. Assist with coordination and supervision of activities of Special Education Teachers, Counselors, Related Services Contractors and other special services personnel to ensure compliance in the areas of referral evaluation, Individualized Education Program (IEP) development and implementation and effective and efficient provision of programs, services

for students with disabilities in the least restrictive environment and all activities necessary for compliance under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 ("Special Education Services");

- Manage the "Child Find" process for incoming students with IEPs
- Manage the initial referral process, simultaneously identifying students with potential disabilities
- Build and maintain strong family partnerships, including but not limited to explaining the special education process
- Collect and analyze special education data trends and proactively problem solve ways to better serve all students
- Design and deliver high impact professional development for special education team and all teachers
- Coordinate IEP program services and ensure all teachers know their special education responsibilities
- Partner with other school leaders to coordinate testing accommodations

2. Oversees all Special Education Teachers and ensures that such Special Education Teachers are performing all aspects of their job duties.

- Ensure all students, including students with IEPs, make high and achievable academic progress each year
- Lead systematic improvement and expansion of the LEA's continuum of special education services, including building the knowledge, skills, and mindsets of colleagues and staff
- Serve as "owner" and "facilitator" of all aspects of the special education and 504 processes (i.e. over seeing the writing and implementing rigorous, standards-driven IEPs, managing legal documents and files related to students' IEPs and 504 plans, ensuring all services are in compliance with mandates, coordinating annual IEP review process and initial IEPs, collaborating with and leading team of related service providers at the school, etc.)

3. Coordinates with, trains, develops, advises and oversees all Teachers in schools such that Special Education Services including related services are appropriately delivered.

- Plans and implements Professional Development for Parents and Staff
- Analyze strengths and weaknesses of the current IEP program and plan development based on needs
- Evaluation Process for existing and all new and incoming students, including meetings to support documents
- Develop parental relationships with informative information and trainings on a regular basis
- Ensures all IEP paperwork and meetings are in compliance
- Maintains all related services are given in relation to IEPs
- Oversees and troubleshoots Extended School Year duties
- Helps with rostering and scheduling with administration
- End of the year procedures and responsibilities are accounted
- Set clear expectations for all staff including contracted staff for students with disabilities for the start of the school year (roles and responsibilities related to IEP)
- Develop working relationship with school nurse, counselor, and related services for expectations as part of the IEP team members

4. Oversees all internal compliance mechanisms and ensures the accuracy of data within such systems, including but not limited to shared calendars and data management systems. A monthly compliance report consisting of student numbers and accuracy of information of SCN, School Data System, IEP data system, teacher performance data of strengths and weaknesses, student performance progress monitoring of goal data and academic levels related services will be provided to the Director of Special Education

5. The Special Education Supervisor will engage in the tasks that teachers or special education teachers are deficient in with respect to Special Education Services such that the Schools remain compliant under local, state and federal law in all aspects.

6. Coordinates special education programs in accordance with Board policy, goals, and objectives; Department of Education rules and regulations; and federal laws and regulations. Develops long and short-range special education plans for student growth and quality teachers.

7. Collaborates with staff to ensure the appropriate inclusion of special education students in all subject classes, school programs, and activities. Assists in planning and implementing programs that support alignment of learning standards with effective special education teaching practices.

8. Has weekly communication or otherwise specified by the Director of Special Education with the Director of Special Education regarding issues of concern related to Special Education Services and Special Education Process.

9. Monitors the placement of students in off-site special education programs. Acts or designates appropriate party to act as LEA at individual education plan (IEP) meetings for students eligible for special education whose services are provided by public or private schools. Engages in ongoing program planning in order to develop on-site classrooms designed to meet the needs of students previously placed in more restrictive settings.

10. Monitors students' needs for assistive technology required for access to the general curriculum. Provides required assistive technology and training for staff and students.

11. Monitors the development and coordination of curriculum goals and objectives in order to provide special needs student's access to the general curriculum. Coordinates distribution of instructional materials for District special education programs.

12. Coordinates Autism Support, Life Skills Support, Visually Impaired Services, and Emotional Support programs, including students transitioning into and out of the program. Ensures appropriate use of social skills curriculum and behavior management strategies.

13. Coordinates special education services for Alternative Education.

14. Monitors compliance with special education discipline including Manifestation Determinations and suspensions.

15. Assist in the supervision of special education teachers and aides, as necessary, and provide direction and assistance for improvement;

16. Coordinate staff development and hold ongoing meetings for special services personnel, including child study team members, speech-language specialists, related services providers, teachers and aides;
17. Attend IEP meetings and other student-centered meetings as necessary to resolve issues and insure the appropriate development and implementation of programs and services;
18. Demonstrate knowledge of the state and district's special education policies and procedures; 19. Assist in the preparation of federal, state, county and district reports and grants as necessary;
20. Assist in the coordination of activities between special services personnel and the school-based Intervention and Referral services teams to ensure effective general education interventions;
21. Participate in weekly special education briefings with the Director of Special Education and Middle School and High School Principals and other meetings as deemed necessary
22. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
23. Oversee and supervise the duties of lead special education teacher for purposes of transition, to follow indicator 13 mandates
24. Perform other such duties in fulfillment of the general responsibility as may be desirable and necessary.

## **EVALUATION**

Performance will be evaluated annually by the Principal.

## **BENEFITS:**

- Access to consistent coaching in instruction and technology integration
- Access to best-in-class technology resources and a physical framework designed with innovative learning in mind
- Excellent health benefits (for both you and your family), retirement benefits, and more!

Please visit our website at <https://www.stringtheoryschools.org/career/join-our-team> to learn about the application process. Send all required materials to [employment@stringtheoryschools.org](mailto:employment@stringtheoryschools.org).