

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Supervisor of Nonpublic School Services and Special Education

**REPORTS TO:** Director of Special Education

**APPROVED BY:** Board of Directors

**DATE:** November 18, 2020

**JOB SUMMARY:** Supervise all nonpublic school and special education personnel and maintain a high standard of excellence in instructional program. Provide administrative support to nonpublic schools and special education programs and services and provide consultative services to member districts.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide instructional support for all assigned nonpublic school and special education programs and state initiatives.
2. Remain current with all legal requirements governing nonpublic schools and special education.
3. Assist in recruitment, selection, and recommendation for hiring of nonpublic and special education personnel.
4. Evaluate the performance of assigned staff using the appropriate evaluation form for each bargaining unit.
5. Recommend policies and programs essential to the needs of children with disabilities.
6. Provide leadership in establishing new programs and developing improved understanding of existing programs.
7. Coordinate procedures for placement, transfer and exiting of students from Midwestern Intermediate Unit IV nonpublic and special education programs.
8. Communicate the philosophy and practices of the special education programs to school districts, administrators, staff and the public at large.
9. Cooperate with public and private agencies, organizations and professional personnel in securing and providing services for students with disabilities.
10. Consult with teachers and parents of students enrolled in the programs.
11. Organize and conduct professional development opportunities for special education and nonpublic staff.
12. Provide management of programs and staff information as related to fiscal management of programs and services.

13. Maintain student information and child accounting information for billing purposes.
14. Complete and/or review and support the requirements for staff to submit all local, state and federal required documents.
15. Assist with the evaluation of the total nonpublic and special education program, curriculum, procedures and individual student's needs and achievements.
16. Facilitate effective communication with parents regarding all aspects of their child's programs.
17. Provide or facilitate personal transportation assistance for students as dictated by the Individualized Education Program (IEP) and authorized by the parent/guardian.
18. Oversee, develop, and manage the budget for nonpublic school services.
19. Manage and oversee the equitable participation regulations as they apply to nonpublic schools in regard to compliance, consultation plans, and dual enrollment.
20. Perform other duties as assigned by the Director of Special Education.

**QUALIFICATIONS:**

- Five (5) years experience of teaching in special education or in a related field required
- Master's degree in special education or related field is required
- Supervisory certificate required
- Administrative certificate required
- Knowledge of special education law, disabilities, programmatic needs of students and current trends and techniques in the field is required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006 • Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects

- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment
- Ability to perform all aspects of Safety Mechanics

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office/classroom environment
- Subject to inside and outside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks • Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

