MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Supervisor of Special DATE: May 21, 2003
Education REVISED: August 13, 2014

REPORTS TO: Director of Special Education APPROVED BY: Board of Directors

JOB SUMMARY: Supervise all special education personnel and maintain a high

standard of excellence in instructional program. Provide administrative support to special education programs and services and provide consultative services to member districts.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide instructional support for all assigned special education programs and state initiatives.

- 2. Remain current with all legal requirements governing special education.
- 3. Assist in recruitment, selection, and recommendation for hiring of 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 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 special education teachers and parents of students enrolled in the program.
- 11. Organize and conduct professional development opportunities for special education 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 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. Perform other duties as assigned by the Director of Special Education.

OUALIFICATIONS:

- 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 or 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.)