

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Supervisor - Special Education**Classification:** Certificated Management**Reports to:** Director, Special Ed./Support Services**Range:** Certificated Management Salary Schedule

EDUCATION AND EXPERIENCE

Five years of successful experience in the special education area of expertise (i.e. Teacher, Psychologist, California Health Services, School Nurse or Speech and Language Therapist); Master's Degree in area of expertise; Administrative Credential.

Licenses and other Requirements:

- California Administrative Credential
- Valid California Teaching Credential in Special Education, Speech and Language Pathologist Credential, Registered Nurse or School Psychologist Credential.
- Valid California driver's license

SUMMARY

Maintains special education due process requirements and legal regulations related to student services under Federal and State laws and Individuals with Disabilities Education Act (IDEA), coordinates placements of students in accordance with the IEP team process into and out of programs, provides classroom supervision of Special Education personnel in conjunction with site administrators, develops and implements in-service training programs appropriate to special education personnel, regular staff and parents/care givers.

SPECIFIC RESPONSIBILITIES

Works with the Director of Special Education in the following activities:

1. Review IEPs of students moving into the district to facilitate appropriate interim placements. Acts in a supervisory role for Special Education Teachers and Designated Instructional Services personnel, including observations and evaluations
2. Assists in program selection, implementation, and evaluation both District and individual levels.
3. Provides services to teachers in areas of consultation, data distribution and analysis, and curriculum.
4. Provides consultative services and resource aid to parents of students, including referrals to appropriate private or community resources.
5. Assists in recruitment, selection and monitoring of special education and support services staff.
6. Liaison with appropriate agencies, and community services that supplement the school plan.
7. Collects data and provides information to the Educational Assessment Services referred by agencies and/or community services.
8. Serves as district representative to state and county meetings regarding special education, support services, and placement of special education students.
9. Maintains all due process time lines for state and/or federally mandated regulations to ensure compliance in order to maintain funding levels. Entails collection, recording and maintaining district, county and state attendance data as mandated by special education regulations.
10. Assists designated administrator in selection and evaluation of appropriate personnel for special education.
11. Responsible for CALPADS, pupil count and other state and county reports.
12. Participate in and/or provide professional development to improve professional practices throughout the district.
13. Performs other related duties as assigned.

Revised: 1/2013; 5/2013; 04.29.2019 zb

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures.
- Curriculum for Special Education programs, supporting Instructional State Standards (Common Core State Standards (CCSS) and Special Education Administrator of County Office (SEACO) alternate standards and the corresponding Statewide Assessments
- Counseling and testing programs for Special Education students.
- IEP Case management and legal requirements.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional best practices

Ability to:

- Work as a team with school site staff, students and families.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.