

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

COORDINATING SUPERVISOR OF BIRTH TO FIVE PRGRAMS

POSITION: **Coordinating Supervisor of Birth to Five Programs**

REPORTS TO: **Director of Special Education**

LOCATION: **Department of Special Education**

NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to infants and toddlers, pre-school Special Education, and Pre-Kindergarten 3- and 4-year-old programs. The coordinating supervisor is responsible for assisting site administrators and teachers in articulating instructional practices, including specially designed instruction, at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. The coordinating supervisor must demonstrate effective administrative, communication, organizational, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, ability to observe and provide evaluative feedback regarding instruction, effective and efficient use of technology, and participation in on-going professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- Appropriately models and supports the integration of instructional technologies to support student learning
- Coordinates program placement for children in Infants and Toddlers, Pre-School Special Education, and Pre-Kindergarten 3- and 4-year-old programs
- Collaborates with schools to arrange the transfer of children ages 3 and 4 from the home zone school to another school that the family has requested when transfer is requested
- Completes special education applications for grant funding for pre-school and the Consolidated Local Implementation Grant

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Conducts special education and general education teacher observations and conferences to promote professional growth
- Serves as a resource to administrators and instructional staff to promote continuous improvement
- Develops and conducts professional development to strengthen present programs and/or to initiate new programs
- Secures professional development for teachers in the Birth to Five Programs
- Provides professional development on Statewide Initiatives such as the Early Learning Assessment and the Child Outcome Summary as necessary to providers of Early Childhood Services
- Coordinates interviews for service providers on the Early Childhood Team

Administration

- Plans, conducts, and/or participates in professional development and meetings
- Schedules and coordinates the services of other system personnel and outside partners and consultants
- Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- Plans, develops, and coordinates the publication of curricular materials

- Coordinates Transition Meetings for all students with disabilities transitioning from one program to another as needed
- Conducts regular meetings with the Birth to Five Teams

Procuring and Allocating Resources

- Assists in the identification and procurement of special education grant funding as appropriate
- Reviews special education instructional budget requests from schools
- Assists in the preparation of the special education instructional budgets
- Coordinates evaluation and selection of instructional material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

Community - Public Relations

- Assists in informing the public concerning assigned areas(s) of instruction
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions.
- Assists in the preparation of material for public information and awareness-
- Member of the Head Start Governing Board and Policy Council
- Attends meetings of the Early Childhood Council
- Attends meetings of the Local Interagency Coordinating Council and State Interagency Coordinating Council.

Interacting and Articulating within the School System

- Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- Interacts in committees to help develop curricula; proposes and clarifies policies and procedures
- Establishes goals, objectives, and beliefs; receives information; and plans strategies
- Participates in committees, meetings, and other partnership activities as required
- Collaborates with the Judy Center Coordinator to coordinate Special and General Education services as needed for children in their purview

Evaluating Programs and Personnel

- Performs a continuous evaluation of programs and participates in special evaluations
- Assists principals in the formal and informal observation and evaluation of instructional personnel

Leadership in Interpersonal Relations

- Demonstrate strong public relations skills when dealing with students, parents, and the community
- Interacts with staff in a positive and productive manner, which fosters instructional improvement
- Serves as a mediator in resolving conflicts
- Demonstrates positive human relations skills

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate with certification in Early Childhood and Special Education
- Administrator I endorsement
- Minimum of five (5) years of successful teaching experience at the (elementary) school level

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 E.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 04.06.2025, 06.2025