JOB DESCRIPTION
Campbell County School District
Special Education Supervisor

Job Summary

Certified/Professional/Supervision PK-12

Supervisor will provide a sound educational program for students who require at least a partially different program from a regular classroom program. Supervises the maintenance of records of all student with di abilities. Supervises and evaluates the coordination of special education services with the regular curriculum; compiles necessary data used in census reports to state and /federal agencies makes all necessary arrangements for IEP team meetings in coordination with principals and special education staff acts as consultant to all special education personnel in regard to program planning and implementation; abreast of all components of Special Education at both the state and federal level; and any additional duties required by Director of Schools.
Collaboration with multiple departments to ensure consistency of practice and use of resources will be essential as this position works continuously to support and lead elementary school administrators. Under the supervision of the Director of Schools, the employee performs most work independently and performance is evaluated by results

---

Qualifications

- Current valid educator license with endorsement in Special Education &Administration and Supervision
- Minimum of a Master's degree in education Teacher leadership experience
- Evaluation scores/data indicating effective instruction
- Minimum of 5 years teaching experience
- Evidence of demonstrated student growth, high expectations for all students, and evidence of use of collaboration to improve instruction and student achievement
- Strong written, verbal interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously
- Broad knowledge of state and federal special education laws, regulations, procedures, and reporting requirements

Essential Duties

- Prepare annual budget
- Manage SPED budget
- Build relationships with teachers and principals
- Assist in planning and facilitating individual, school wide, and district wide professional development
- Coach and support administrators in goal setting, planning, development, implementation, and monitoring of action plans that will guide school leaders in meeting

performance targets
- Provide feedback on successful leadership practices, such as effective management of staff, attendance, discipline procedures, school culture, use of data, and conduct and professionalism of staff
- Build instructional leadership capacity of principals with a focus on data analysis and aligned instruction
- Attend school-based functions as often as possible to foster a culture of engagement with staff, families, and students
- Visit schools on a regular basis
- Model nondiscriminatory practices in all activities
- Create mutual accountability among elementary and secondary administrators
- Enter information into ASPEN, TNPulse and TNCompass in a timely manner
- Implement appropriate programs
- Provide information related to due process and IDEA requirements to administrators, teachers, and parents
- Assist with human resource related functions including but not limited to checking teacher licensure and updating teacher information

Other Duties

- Work collaboratively with other staff, supervisors, and Director
- Supervise other roles and/or special projects as needed, in addition to essential duties of the elementary supervisor
- Assist with interview scheduling and/or applicant searching
- Assist in the ongoing process of creating and uploading information into ePlan
- Assist in the development of a district level five-year plan

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools/Assistant Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Special Education Supervisor.

Name (Print) Signature Date