SUPERVISOR OF SPECIAL EDUCATION
JOB DESCRIPTION

JOB INFORMATION

TITLE: Supervisor of Special Education

EMPLOYEE GROUP: Administrative
ADDITIONAL JOB CODES: 112
SHIFT: Per Act 93 Agreement
TERM OF EMPLOYMENT: Full Time, 232 Days
HOLIDAYS: As Per School Calendar
LOCATION(S): District Administration Office
RATE OF COMPENSATION: Per Contract
FSLA: Exempt X Non-Exempt
Last Edited On: 02/15/2023
Board Approval Date:

ORGANIZATION

DEPARTMENT: Administration
REPORTS TO: Director of Student Services

JOB SUMMARY

QUALIFICATIONS

a. Hold or be working toward a valid supervisory certificate;
b. Have experience in and/or knowledge of elementary and secondary special education, gifted and protected handicapped services or previous experience and education which could ensure appropriate expertise; and
c. Meet all other requirements as specified by The Commonwealth and Board of School Directors.

SUMMARY

Ancillary Services are defined as programs and services that support the needs of all students in the district to be able to fully participate in the general curriculum. This includes Related Services for IEP/GIEP/504/EL students, physical and mental health supports for all students and the management of Truancy, Homelessness & Foster Care enrollments. The focus of the position is support services for students, curriculum, and resources.

SCOPE OF RESPONSIBILITIES

a. General Administrative Responsibilities
b. Special Education, Gifted, and 504 Program
c. Ancillary Services
d. Professional Staff
e. Aides
f. Fiscal

ESSENTIAL FUNCTIONS

GENERAL RESPONSIBILITIES

a. Coordinate curriculum process in close connection to Director of Curriculum and Instruction on a defined curriculum revision cycle;
b. Participate in consortium Special Education programs, activities, and services;
c. Assist with the development of state plans and reports;
d. Serve as second point of contact for AEDY (As required by PDE); and
e. Participate in CAIU Special Education networking activities.

SPECIAL EDUCATION

a. Early Intervention
    1. Supervision of process;
    2. Observation of students;
    3. Point of contact for IU EI program in district;
    4. Determine eligibility/Evaluation status;
    5. Special Ed K Registration process;
    6. Assignment of placements; and
    7. Follow early intervention cases through first school aged IEP after school year begins.

b. District Chapter 14 Programs (Learning Support, Emotional Support, Life Skills, MDS, Autism)
    1. Direct supervision of K-12 programs;
    2. Staff point of contact for special education procedure and process;
    3. Develop and oversee the curriculum development and material selection;
    4. Serve as Local Educational Agent (LEA) for IEP's;
    5. Manage the oversight, ordering and distribution of all materials needed;
    6. Determine the assignment, placement, and provision of service for all special education students K -12; and
    7. Serve as the district PASA Coordinator.

c. Behavior and Autism Support
    1. Direct supervision of program;
    2. Determine need and coordinate the provision of 3rd party and/or district staff to support behavioral interventions;
    3. Manage the oversight ordering and distribution of supplies related to behavior intervention; and
    4. Development of behavior support strategies and procedures for behavior/Autism Support

d. Extended School Year
    1. Assist staff with determination of eligibility for ESY including requirement to meet February 28th deadline.
    2. Supervise In district ESY program including
        a) Determining schedule and staffing needs
        b) Hiring
        c) Provide administrative oversight during program operation

e. Transition
    1. Direct supervision of Transition Coordinator, HireMe & related programming.

f. Out of District Placements and Services
   1. Serve as LEA and point of contact for Out of District special education placements/programs as assigned:
      a) Consortium MDS;
      b) Vista placements;
      c) Vista School based placements;
      d) New story; and
      e) Merakey

g. Special Olympics
   1. Coordinate the date, location contracted providers and volunteers for the local track meet in conjunction with the consortium.
   2. Coordinate entries, scoring and the running of the local swim meet.
   3. Coordinate and oversee district guidelines for participation of Area M games.

ANCILLARY SERVICES

a. Speech and DHH
   1. Determine the need for positions and assign buildings;
   2. Oversight & coordinate delivery of service with contracted providers;
   3. Direct supervision of staff;
   4. Oversee the evaluation/re-evaluation process; and
   5. Assign/oversee caseloads.

PROFESSIONAL STAFF

a. Assist with defining the role, responsibility, and building assignment of special education positions;
b. Coordinate the interview process of special education staff with the Director of Student Services and Assistant Superintendent;
c. Assist with the assignment of annual responsibility for formal observation and differentiated supervision of all Special Education staff. Assignment will be balanced based on the overall number of staff who choose a differentiated model, the makeup of collegial groups & the total number of individual staff members in formal observation;
d. Conduct formal observation and/or differentiated supervision as assigned by Director of Student Services;
e. Conduct EBR reviews as assigned by Director or Student Services; and
f. Conduct induction program observations for special education staff as assigned by Director of Student Services.

AIDES

a. General
   1. Serve as primary point of contact with ESS for daily operation and assignment of aide staff;
   2. Hire staff; and
   3. Evaluate staff
b. Training
   1. Ensure all aide staff meet 20 hour training requirement under Chapter 14;
   2. Coordinate with ESS to ensure all aides participate in mandatory trainings assigned by PDE and/or District;
   3. Coordinate training opportunities with ESS; and
   4. Coordinate the development of training opportunities for support staff

FISCAL

a. Budget
    1. Provide input in the preparation of the budget including recommendations for curriculum materials & 3rd party contracts; and
    2. Manage the purchasing of all textbook, supplies and equipment for special education staff.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Director of Student Services, Assistant Superintendent, and/or the Superintendent.

WORK ENVIRONMENT

a. Office, schools, meeting areas

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to effectively manage people.
c. Must be able to interact well with various publics and individuals.
d. Must be able to work as a manager and member of a team.
e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.

h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a department with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications 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.

The information contained in this job description 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 individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.