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

SUPERVISOR OF SPECIAL EDUCATION

POSITION: **Supervisor of Special Education**

REPORTS TO: **Director of Special Education OR Site Administrator**

LOCATION: **Department of Special Education OR Assigned School Site**

NATURE OF WORK:
This is a position that provides technical assistance, training, instructional guidance, compliance monitoring and program supervision from the central office level to schools, staff, and families.

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 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 designated 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 stakeholders
- 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 the 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 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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:
- Monitors the implementation of local, state, and federal policies and regulations governing special education
- Monitors standardized assessment and eligibility criteria for students with disabilities
- Supports site-based intervention to support integrated interventions to access general education curriculum

- Collects and analyzes student and program data and makes recommendations regarding needed programmatic revisions
- Conducts observations and evaluations of special education staff as assigned
- Observes and assists with the classroom performance of special education teachers in cooperation with the building principal and/or supervisory staff
- Assists special education teachers in the implementation of the instructional objectives for students
- Assists schools in the support of prosocial behaviors of students
- Provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP development and implementation
- Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students
- Proposes, implements, and evaluates grants and long-term projects that include budget, professional development, and student achievement milestones and benchmarks
- Supervises regional programs that support students with complex needs
- Supervises central office-based and/or itinerant staff as part of support to schools, staff, and families
- Participates in State and Regional committees that support students, staff, and families when appropriate and directed
- Supports progress and growth in areas identified in the MSDE Special Education Report Card, such as meeting targets in the areas of disproportionality, proficiency gap, and compliance
- Works with schools in developing a comprehensive compliance review plan
- Assists sites in developing a plan of action to address any identified compliance issues
- Participates in community committees as appropriate to represent the special education program and the interests of students with disabilities
- Trains identified staff to implement research-based intervention programs and monitor implementation with fidelity to the model
- Plans and provides staff development opportunities to support current initiatives
- Assists in the recruiting and hiring of special education teachers, therapists, and paraeducators
- Responds to investigate and communicates with MSDE regarding Corrective Action Plans, State Complaints, and Due Process Complaints
- Prepares, submits, monitors, and evaluates local, state, and federal grants
- Assumes other appropriate related duties as may be assigned by the executive director of special education and student services

QUALIFICATIONS:
Required
- Possess a Master's degree
- Possess a current endorsement in Special Education
- Possess a current endorsement for Administrator I and/or Supervisor of Instruction, Assistant Principal, Principal
- Five (5) years successful teaching experience with special needs populations.

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 D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 7.2025. 02.2026