

Special Education Supervisor

REPORTS TO: Director of Special Education

QUALIFICATIONS:

- Minimum of three years of successful classroom experience in special education.
- Masters Degree and Certification in SLD/MI/BD, with AU certification desirable.
- Knowledge of the federal, state, and county laws, rules and regulations, and guidelines as to the administration, implementation, improvement, and evaluation of special education programs.
- Computer literate

RESPONSIBILITIES:

- Assists the Director of Special Education in providing technical assistance to special education specialists, administrators, and teachers on matters relating to due process, referrals, SBP2419, etc.
- Provides leadership and assists in selecting instructional materials, organizes and presents staff development, develops program continuity, plans for program improvement, and develops and expedites special services to students and teacher.
- Assists the Director of Special Education in developing and maintaining awareness and understanding of the special needs of students throughout the system
- Gathers, compiles and reviews IEPs for compliance
- Tracks and monitors special education evaluation and IEP timelines
- Oversees annual federal and state Child Counts
- Serves as a liaison for beginning special education teachers and conducts new teacher training on special education processes
- Works with administrators to ensure timely and accurate submission of special education data
- Coordinates and organizes for Extended School Year (ESY) programs
- Coordinates and oversees provision of Out-of-School Environment (OSE) services
- Works with the director and all special education personnel in monitoring management systems
- Works cooperatively with other agencies
- Assists in implementing Child Find procedures
- Works to establish good public and employee relations
- Maintains and upgrades professional skills
- Maintains good professional work habits
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance
- Provides purpose and direction for schools/county
- Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals
- Manages group behavior to achieve consensus
- Enhances quality of total school/county organization
- Organizes and delegates to accomplish goals
- Communicates effectively
- Provides leadership in the implementation of technology standards
- Assumes other duties as assigned by the Director of Special Education

SALARY: Teacher's salary based on degree level and experience plus Supervisor daily supplement

EMPLOYMENT: 261 days