

## JOB DESCRIPTION

### TITLE

Supervisor of Special Education

### POSITION TYPE

Exempt

### PRIMARY FUNCTION

The Supervisor of Special Education shall ensure that the instructional program for the division's students eligible for special education and related services, meets the need of these students using research-based models and strategies; that staff are prepared to provide academic, functional, and behavioral intervention to identified students through staff development, consultation, and participation in division-wide efforts; and that the division's practices for determining students eligibility to receive services are consistent with federal and state regulations and mandates.

### QUALIFICATIONS

- Master's degree required
- Virginia teaching license with endorsements in Special Education and Administration and Supervision PreK-12 required
- Minimum of three-years of successful teaching experience in special education required
- Demonstrated leadership ability, organizational and collaborative skills
- Effective oral and written communication skills to support successful collaboration with teachers, administrators, parents, students and other community representatives
- Ability to review, disaggregate and interpret various data sets for planning and improvement purposes
- Knowledge and/or previous work experiences in monitoring federal and state laws regarding special education required
- Comprehensive knowledge of current special education and education issues and practice and ability to apply current research to division needs and practice.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the needs of students requiring remedial instruction and possess the ability to design support for students who struggle with the learning and academic process.
- Ability to use diagnostic data to tailor instruction to meet the needs of the student(s).
- Demonstrates excellent organizational, communication, and human relations skills.
- Ability to communicate effectively both orally and in writing with students, parents, school personnel, and members of the community.
- Ability to provide leadership in conflict resolution as needed.
- Ability to prepare required written reports using clear and concise language.

### REPORTS TO

Director of Teaching Learning and Accountability

### PERFORMANCE RESPONSIBILITIES

- Coordinates the identification, services, and compliance of goals for students with disabilities.
- Provides division-wide technical support with the eligibility process. Oversees all activities related to compliance with Individual Education Plans (IEP's), eligibility process and services.
- Attends IEP meetings as needed.
- Oversees all activities related to writing IEP's and establishing meetings for students in public, private and residential programs including CPMT and FAPT committee meetings in coordination with the lead for CSA. Coordinates with the Division School Social Worker, who serves as lead for CSA.
- Oversees the implementation of division instructional programs to meet the special learning needs of students with disabilities.
- Assists administrative team with supervision and evaluation of all Special Education personnel.

- Models instructional methods in a variety of settings (whole group and small group) and provides follow-up support as needed.
- Provide ongoing training and follow-up in the use of assessment tools.
- Select instructional materials to meet student needs with 504s and IEPs
- Provide curriculum support and training for all teachers and continuous staff development that supports school and division initiatives.
- Participate in collaborative instructional planning as necessary to achieve compliance with IEP goals and services.
- Assess students using a variety of measures to determine appropriate placement and specific instructional needs.
- Coordinates the implementation of policies and procedures in compliance with federal and state regulations as they relate to special education and Section 504.
- Participates in local, regional, and state organizations, conferences, and trainings; communicates all relevant information to stakeholders.
- Coordinates Extended School Year (ESY) and special education summer school programming.
- Coordinates all assistive and instructional technology for identified special education and Section 504 students, special education teachers and paraprofessionals.
- Ensures that all technology and documentation systems for Individualized Education Plans (IEPs) and division special education forms are current and compliant.
- Maintains accurate, complete records as required by law, district policy, and administrative regulations.
- Engages parents in the educational process of educating and supporting students.
- Actively participates in professional growth activities and demonstrates professionalism.
- Contributes to the total school program by serving on governance teams, committees and task forces in the school and division such as: student assessment teams and other professional committees.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Serves as a role model.
- Performs other related duties as assigned.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to operate a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are normally performed in an office/school environment. Noise and physical activity is high and demanding. The ability to multi-task and focus on details is essential.

## **EVALUATION**

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of licensed personnel.

## **APPROVED BY SUPERINTENDENT**

5/2018 ( Updated 7/15/19)

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

**Charles City Public Schools assures equal employment opportunities an equal education educational opportunity for employees and students required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties, when requested.**

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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