

POSITION ANNOUNCEMENT

POSITION: Supervisor
(10-Month Position)

Hours: 8:15 am – 3:15 pm
Thursdays 8:15 am - 4:00 pm
Summer school (3-6 weeks)

PRIMARY RESPONSIBILITIES: (including but not limited to:)

To work in a collaborative manner with the Executive Director, the Mental Health Team, department supervisors and all other staff in overseeing the educational /social-emotional development of students in the Upper School.

Supervision of: Professional and Para-Professional staff

EDUCATION SUPERVISION

Ensure implementation of IEP mandates and Common Core State Standard aligned academic goals.

PERSONNEL SUPERVISION

1. Observe staff with special emphasis on new staff; evaluate and recommend teachers for continued employment.
2. Evaluate staff according to policy schedule.
3. Provide regular staff meetings.
4. Interview candidates for department staff positions.
5. Prepare/oversee staff schedules and assist with coverage.

MANAGEMENT & SUPERVISION:

1. Participate in scheduled Management and Multi-Disciplinary Team meetings, CPI team meetings, Child Protection team meetings as well as Emergency Disaster Preparation Meetings.
2. Prepare annual department reports and budgets.
3. Work with consultants regarding but not limited to: Balanced Literacy, Mediated Learning, and Applied Behavioral Analysis.

PROFESSIONAL QUALIFICATIONS:

1. New York State certification in Deaf Education; five year's experience with Deaf student preferred.
2. New York State certification in Administration
3. Knowledge of Common Core State Standards, Individualized Educational Planning, state mandates,
4. NYS Core Body of Knowledge, and Curriculum Development
5. SCPI or ASLPI rating score proficient or above.

PERSONAL QUALIFICATIONS:

1. Ability to establish collaborative relationships with students, staff, parents and outside consultants.
2. Excellent command of written English (student reports reviews, staff evaluations and outreach correspondence).
3. Ability to problem solve, multi –task in a flexible creative manner.
4. Maintain a professional demeanor, be approachable

REPORTING RELATIONSHIP:

Executive Director

Application Process: Interested persons – email a cover letter, resume and any copies of certifications to Personnel at personnel@sjsdny.org.

Closing Date: Open until filled. For a position descriptions please visit our website under the contact us tab.

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