

PERSONNEL

PROGRAM SUPERVISOR – SPECIAL EDUCATION

MANAGEMENT POSITION

PRIMARY FUNCTIONS:

- Administrative leadership, oversight, and management of Special Education programs and services.
- Administrative leadership and oversight of district- based Special Education referrals.
- Administrative leadership and oversight of district- based Special Education interventions and services.

Directly responsible to: Director of Special Education

QUALIFICATIONS

I. EDUCATION

- A. Administrative credential
- B. One of the following credentials: Special Education, School Psychologist, Speech Pathologist, Pupil Personnel Services

II. EXPERIENCE

- A. At least three years of successful experience in the service of students with disabilities.

APPOINTMENT

The Superintendent shall recommend a candidate to the Board of Trustees for appointment.

OPERATIONAL RESPONSIBILITIES

1. Provide administrative leadership as needed for complex IEP meetings
2. Provide district-level leadership, coordination, and oversight of district based programs' services and referrals
3. Provide district- level leadership, coordination, and oversight of non- public school (NPS) and residential treatment center (RTC) placements
4. Provide district-level leadership, coordination, and oversight of instructional aide staffing, management and evaluation
5. Provide district-level leadership, coordination, and oversight of parentally placed private school (PPPS) assessments
6. Provide district-level leadership, coordination, and oversight of special education procedure and processes to ensure IEP compliance
7. Provide district-level leadership, coordination, and oversight of extended school year and summer programs

8. Provide district-level leadership, of articulation and collaboration with feeder elementary districts
9. Provide district-level leadership, coordination, and oversight of educationally related mental health services
10. Provide district-level leadership and coordination of special education transportation services
11. Provide district-level leadership, coordination, and oversight of professional development for special education staff
12. Assist director of special education in instructional and curriculum leadership
13. Provide updates to the director of special education
14. Perform other duties as assigned