



EMPLOYEE NAME: _____

Revised: 7/85;; 3/86; 8/89; 8/90; 12/91; 6/92; 3/93; 8/03; 11/94; 2/95; 11/96;
8/98; 5/10; 4/11; 10/12; 6/18; 12/18

JOB DESCRIPTION

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| POSITION TITLE: Supervisor, Preschool Program, Special Education | JOB CODE: 621A |
| DIVISION: Academic-Support and Specialized Services | SALARY SCHEDULE: Annual Central Office Personnel |
| DEPARTMENT: Special Education | WORK DAYS: 238 |
| REPORTS TO: Director, Special Education | PAY GRADE: CS1 (5, 6, 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinates all aspects of the Special Needs Preschool Programs; coordinates appropriate educational programming; provides direct and ongoing leadership to district and school personnel. | |

REQUIREMENTS:

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| 1. | Educational Level: Master Degree |
| 2. | Certification/License Required: Valid Georgia Leadership Certificate |
| 3. | Experience: 3 years successful teaching experience |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; planning; leadership; organization; knowledge of methods, procedures, and strategies for instructional leadership; special education instructional strategies and school curriculum; knowledge of academic and behavioral programming for students with emotional disabilities, autism, and severe disabilities preferred |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Supervises and evaluates selected staff. |
| 3. | Collaborates with District personnel to assist preschool special education teachers by recommending activities, strategies, remediation procedures and resources for students. |
| 4. | Develops procedures for measuring student achievement; analyzes data and facilitates program changes as indicated. |
| 5. | Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies for special needs preschool programs based on student achievement data, current literature, and research. |
| 6. | Assesses training needs and plans for appropriate professional learning activities for special needs preschool teachers and staff. |
| 7. | Assists in the development and implementation of program guidelines in response to federal, state, and local policies and procedures. |
| 8. | Monitors class sizes and caseloads for special needs preschool; uses data analysis to determine personnel allotments; assists with the verification of FTE and student record data. Reviews and monitors due process procedures through the auditing of program records, (i.e., IEP, eligibility, FBAs, etc.) procedures. |
| 9. | Participates in the budget process by assessing and prioritizing program needs, procuring materials and equipment, communicating needs to appropriate personnel, and monitoring allotted funds. |
| 10. | Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, parents, teachers, District and school staff, and community agencies. |

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| 11. | Performs other duties as assigned by appropriate administrator. |
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Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____