

EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/08; 10/12; 4/16; 6/18; 12/18; 3/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Special Education Programs	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Special Education	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates all aspects of educational programming for students with Autism, Intellectual Disabilities and Emotional and Behavioral Disorders (EBD); provides direct and on-going leadership to the program support staff, teachers and other staff members through professional learning, program planning, student observations.	

**REQUIREMENTS:**

1.	Education Level: Master Degree required
2.	Certification/License Required: Leadership Certificate required;
3.	Experience: Minimum 3 years teaching experience with students with disabilities
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization; technology skills

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

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates select staff members.
3.	Assists in the development and implementation of instructional and behavior management strategies for students served in special education programs.
4.	Serves as a resource to SSAs and school staff in the coordination and implementation of services for students with disabilities.
5.	Collaborates with special education support staff, supervisors and teachers to support students with disabilities and their parents; attends IEP meetings and consults with staff members.
6.	Coordinates the budget process by assessing materials, supplies and equipment needs for unit classrooms; consults with other supervisors regarding budget needs for classes serving students with disabilities.
7.	Oversees the development of professional learning for program teachers and support staff.
8.	Coordinates the training for newly hired staff in special education programs.
9.	Collaborates with CCSD Parent Mentors to provide educational opportunities for parents of students with disabilities.
10.	Collaborates with Special Education Leadership to monitor class size, support needs and staffing of students.
11.	Maintains prompt and professional communication with supervisors in special education, staff in other divisions, local school administrators, teachers and parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_