



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

Created: 08/15; Revised 12/15; 2/18; 6/18; 8/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Support and Services Administrator	<b>JOB CODE:</b> 665H, 665I, 665J
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Support and Services Administrator
<b>DEPARTMENT:</b> Teaching and Learning Support and Specialized Services	<b>WORK DAYS:</b> 238, 208, 198
<b>REPORTS TO:</b> Special Education Leadership Staff	<b>PAY GRADE:</b> CB1, CB2, CB3 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supports local school administrators in providing effective leadership and guidance in providing services to students with disabilities.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Certificate at level 5 or higher, Leadership certificate required
3.	Experience: 3 years successful teaching in the area of special education
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, organizational and interpersonal skills, computer competence, instructional strategies that connect the curriculum to the learners, student management, preparation and delivery of special education services

*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.	Keeps the Principal and appropriate District leadership staff apprised of activities, situations, and developments in regard to Special Education Services.
3.	Assists with directing and improving teaching and learning for students with disabilities.
4.	Assists with the organization and implementation of staff development for teachers and paraprofessionals.
5.	Supports the local school administration in the supervision of the total school special education program in accordance with applicable regulations; applies appropriate knowledge and application of rules and regulations pertaining to Special Education Services.
6.	Collects and monitors discipline data and coordinates Manifestation Determination Reviews for students with disabilities.
7.	Assists with ensuring compliance with Teaching and Learning Support and Specialized Services; facilitates the development of IEPs for students with disabilities and ensures that IEPs are implemented, monitored, and reviewed; guides and assists teachers with compiling, maintaining, and submitting all required records.
8.	Monitors and addresses performance data related to students with disabilities.
9.	Communicates effectively regarding Special Education Services to parents and staff members.
10.	Supports and assists as directed with services for extended school year for students with disabilities.
11.	Supports local schools with the submission of FTE documentation and monitors for accuracy.
12.	Performs other duties as assigned by the appropriate administrator.

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

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