



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

Revised: 10/12 Revised: 6/18; 12/18;7/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, DHH, VI, & OI	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Special Student Services	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Special Education	<b>WORKDAYS:</b> Annual Administrative
<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> To coordinate all aspects of assigned programs for students with disabilities; to coordinate the elements involved in providing an appropriate educational program for students with disabilities in evaluation and instruction; to provide direct and ongoing leadership to special education teachers through participation in staff development presentations, teacher evaluation/assessment process, and curriculum planning and development.	

#### REQUIREMENTS:

1.	Educational Level: Master’s degree
2.	Certification/License Required: Leadership Certificate
3.	Experience: 3 years successful teaching experience with Deaf/Hard of Hearing and/or Visually Impaired students
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

*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.	Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies based on student achievement data, current literature and research.
3.	Assesses personnel training needs and plans for appropriate professional learning activities.
4.	Assists in the formulation of program guidelines in response to federal guidelines, State Department of Education directives, and local policies.
5.	Monitors class sizes, requests personnel allotments as needed, and assists in collecting and verifying student attendance information at the system level.
6.	Participates in internal decision-making activities.
7.	Works with parents regarding specific program concerns and attends IEP meetings as appropriate.
8.	Provides input to appropriate personnel regarding the specialized transportation and facility modifications required by selected students.
9.	Collaborates with other school system personnel to assist special education teachers by recommending activities, strategies, remediation procedures and resources for specified students through regularly scheduled school visits.
10.	Develops procedures for measuring student achievement, analyzes data, and facilitates improving achievement.
11.	Supervises the development and implementation of the vision impaired, orthopedically impaired, and deaf/hard of hearing programs.
12.	Performs other duties as assigned by appropriate administrator.

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

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