



EMPLOYEE NAME: _____

Created: 08/15; Revised 12/15; 2/18; 6/18; 8/18;6/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Support and Services Administrator	JOB CODE: 665H
DIVISION: Academic	SALARY SCHEDULE: Support and Services Administrator
DEPARTMENT: Teaching and Learning Support and Specialized Services	WORKDAYS: 231
REPORTS TO: Special Education Assistant Directors	PAY GRADE: CB1 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports local school administrators in providing effective leadership and guidance in providing services to students with disabilities.	
REVISION DATES: 6/26	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Certificate at level 5 or higher, Leadership certificate required
3.	Experience: 3 years of 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 District leadership staff apprised of activities, situations, and developments in regard to Special Education Services.
3.	Collaborates with key district and school-based leaders to analyze trends, resolve emerging challenges, and coordinate targeted support aligned to school and area needs.
4.	Assists with the organization and implementation of staff development for teachers and paraprofessionals.
5.	Supports the local school Support and Services Administrator 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.	Supports and participates in instructional walks, providing feedback aligned to district expectations to strengthen instructional practices and improve student outcomes.
7.	Assists with ensuring compliance with Teaching and Learning Support and Specialized Services; monitor the development of IEPs for students with disabilities and ensures that IEPs are implemented and reviewed; guides and assists SSA 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 various stakeholders.
10.	Coordinate and oversee extended school year services for students with disabilities.
11.	Monitor local schools with the submission of FTE documentation and monitors for accuracy.
12.	Responsibility for the evaluation of and oversight of support and services administrators.
13.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee

Date _____

Signature of Supervisor

Date _____