

WILSON SCHOOL DISTRICT

EXEMPT

TITLE: Supervisor of Special Education

DATE: 3/15/2021

REPORTS TO: Director of Student Supports and Services

APPROVED BY: Board of Education

JOB SUMMARY: Supervise all special education personnel and maintain a high standard of excellence in instructional programs. Provide administrative support to special education programs or services and collaborate with building administrators to ensure student needs are met.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Promote the educational mission of the school district throughout all special education programs.
2. Apply and revise, as necessary, all district-wide students' rights and responsibilities to the maximum extent that they apply to special education.
3. Implement, promote, and monitor all federal and state special education laws, regulations, and standards including collaboration with district legal counsel to ensure legal compliance, inclusive of mandated state reporting and compliance monitoring processes.
4. Provide support to maintain existing programs that are successful, and offer remedial plans to correct programs that are unsuccessful, inefficient, or ineffective.
5. Supervise and coordinate special education classroom programs for students who are disabled and require supports and/or related services.
6. Supervise and coordinate related services providers as well as school psychologists, inclusive of both district employees and outside contractors.
7. Provide the necessary educational and procedural leadership to ensure that each student who is identified as needing special education programming is participating in the regular education program/environment to the maximum extent that is appropriate.
8. Guide multidisciplinary evaluation teams and individualized education program teams.
9. Assess, coordinate, and facilitate the delivery of "Instruction in the Home" and "Homebound Instruction" for special education students.
10. Mentor new special education teachers, in conjunction with the building principals, and customize the induction program when necessary to meet the needs of each non-tenured special education teacher.
11. Utilize the district's differentiated supervision options in the supervision of special education teachers.
12. Interview and recommend appointment of special education instructional assistants; coordinate annual performance reviews.

13. Plan and provide staff development opportunities for all special education staff by assisting in the development of in-service day options and promoting appropriate contracted in-service opportunities.
14. Coordinate the transition of students from one building to another based upon the natural and chronological grade level promotions of students, or based on student need and program availability.
15. Organize, Coordinate, and oversee ESY programs implemented within the district.
16. Enhance the delivery of meaningful instruction by assisting teachers in providing relevant community-based instruction and field trip opportunities for special education students.
17. Direct the placements of move-in special education students in order to ensure that the student's special education needs will be met and that due process procedures have been followed.
18. Oversee the maintenance of special education class rosters so that accurate demographic, procedural, and statistical information is readily available at all times.
19. Serve as the liaison to families whose children are enrolled in non-public school programs so that equal opportunities for special education services are made available to students who may need such services.
20. Resolve, in conjunction with the Director of Student Supports and Services , all attendance issues respective to special education students.
21. Interface with the Director of Student Supports and Services in order to resolve potential conflicts respective to the delivery of student services via Chapter 14 (special education services) versus Chapter 15 (educational access for students who are disabled but not in need of special education).
22. Receive inquiries and items of concern from parents of special education students and thought-to-be special education students and resolve those matters in a timely fashion.
23. Coordinate and collaborate with legal counsel regarding special education dispute resolution.
24. Keeps current with changes in technology and special education regulations and guidelines that impact the provision of special education services.
25. Perform other duties as assigned by the Director of Student Supports and Services.

QUALIFICATIONS: Five (5) years teaching experience in special education
Masters degree in special education or related field is necessary
Must possess supervisory certificate
Ability to coach/lead professional development
Must be personable, approachable, and supportive
Knowledge of special education law, disabilities, programmatic needs of student, and current trends and techniques in the field is necessary
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Submission of Federal Criminal History Record in accordance with Act 114 of 2006
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, bending, kneeling, and twisting of the body required
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office/classroom environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress
Must be collaborative and team-oriented

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
Must possess technology skills
Ability to operate various office equipment
Ability to collaborate and problem solve within a team environment
Must possess active listening skills
Must possess conflict mediation skills
Must possess fiscal management skills

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)