



## *Position Description*

# **Special Education Supervisor**

*Salary Level: Collective Bargaining Agreement*

*Prepared Date: July 26, 2018*

*Contract/Benefits: Collective Bargaining Agreement*

*Prepared by: Brian Siket, Director of Special Education*

*Department or Area: Special Education*

*Approved By: Jennifer Ramos, Deputy Superintendent*

*Reports To: Director of Special Education*

### ***Summary of Position:***

The Special Education Supervisor ensures that all special education students, across all schools, produce breakthrough academic results. The Special Education Supervisor holds primary responsibility for the development, implementation, and assessment of all specialized services including special education, academic and social-emotional interventions, counseling, and other related services for all assigned schools within the Allentown School District. The Special Education Supervisor provides leadership to school-based staff and brings expertise in professional development in areas related to special education. The Special Education Supervisor ensures that the IEP needs of all special education students are met with robust and rigorous strategies.

### ***Essential Functions:***

1. Serve as a driving force of student achievement for students receiving special education services.
2. Oversee and evaluate special education facilitator, teachers and staff. Manage building level and parent questions/concerns regarding special education.
3. Develop progress monitoring systems for interventions, counseling, ESOL and special education programs.
4. Collaborate with ESOL department to develop interventions and supports for ESOL student's with IEP's.
5. Develop procedures, forms, and templates for the provision of all special education services.
6. Oversee and provide ongoing professional training and coaching to special education facilitators, teachers and school administrators.
7. Assist in making recommendation for the selection of special education teachers, related services providers for school psychology, speech and language therapy, and other services.
8. Ensure that Allentown School District is in full compliance with state and federal special education laws.
9. Ensure that student records and documentation for special education issues are accurate, timely, and meaningful.
10. Assists in developing the special education budget and implementing expenditure controls for special education programs.
11. Oversee communications with school-based administrators and teachers to approve supplies, materials, texts, etc. utilized in special education programs.
12. Assumes personal responsibility for professional growth and development by keeping current with the literature, new research findings, and instructional techniques and attending appropriate professional meetings and conventions.
13. Exhibits a "no excuses" mindset in procuring supports and services for students in need.

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14. Any other duties commensurate with the duties/responsibilities/grade of the post as assigned by Director of Special Education.

***Supervisory Responsibilities:***

Special Education Facilitators  
Special Education Teachers  
Psychologists  
Speech & Language Pathologists

***Qualification Requirements***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Education and/or Experience:***

1. + years teaching experience in special education
2. Documented academic success of students receiving special education services
3. Strong leadership skills
4. Ability to work effectively on a multidisciplinary team
5. Strong knowledge of intervention strategies
6. Strong command of Pennsylvania academic standards
7. Detail-oriented and highly organized with strong analytical writing skills.
8. Expert knowledge of IDEA and Pennsylvania special education regulations
9. Excels in problem solving and has a strong desire to provide only the highest quality services
10. Explicit and relentless focus on outcomes
11. Results-oriented individual – a flexible thinker willing to do “whatever it takes

***Certificates, Licenses, Registrations:***

1. PA Special Education K-12 required
2. PA Supervisor of Special Education required or currently enrolled in program leading to certification or K-12 Principal
3. Masters or Education Specialist degree in Educational Leadership, Special Education, School Psychology or related field or currently enrolled in program
4. **ESL preferred but not required**

***Language Skills:***

1. Ability to read, analyze, and interpret periodicals, professional journals, legal documents, technical procedures, or governmental regulations.
2. Ability to write reports, correspondence, and treatment plans.

3. Ability to effectively present information and respond to questions from clinical team members, managers, clients, customers, and the general public.
4. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
5. **Bilingual preferred but not required.**

### ***Mathematical Skills:***

1. Ability to perform basic mathematical concepts in the performance of routine assignments.

### ***Reasoning Ability:***

1. Ability to define problems, collect data, establish facts, and draw valid conclusions
2. Ability to interpret an extensive variety of clinical and technical instructions in written, oral, diagram, mathematical, or schedule form and deal with abstract and concrete variables
3. Ability to apply sound judgment to resolve conflicts and solve problems.

### ***Other Skills and Abilities:***

1. Strong problem-solving and team leadership skills
2. Ability to apply knowledge of current research and theory in specific field
3. Ability to establish and maintain effective working relationships with clinical team members, clients, administrative staff, and members of the community
4. Ability to transport between client locations and school buildings
5. Ability to communicate clearly and concisely both in oral and written form
6. Ability to perform duties with awareness of all state law, regulation, and CCRES policies
7. Responsibility for the safety, well-being, and work output of clinical team members
8. Ability to meet the demands of several people and clients
9. Ability to respond to several problems simultaneously

### ***Physical Demands:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is frequently required to sit, stand, and walk.
2. The employee is frequently required to talk or listen.
3. The employee is occasionally required to use hands to handle or feel, and to reach with hands and arms.
4. The employee must occasionally lift and/or move up to 15 pounds.
5. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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6. The position requires meeting deadlines with severe time constraints, interacting with students, school personnel, and general public.
  7. The position demands travel to various regional locations.

### ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet but may be moderate to loud at times. The employee is frequently required to interact with the parents, public and staff during and after the normal workday. The position requires the individual to meet multiple demands from several people and exhibit good human relation skills including courtesy, tact and patience. (The employee is directly responsible for the safety, well-being and work output of subordinate staff.)

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district administrator designated as immediate supervisor of the position, of any and all reasonable accommodations that will be required. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Allentown School District is an equal opportunity employment, educational and service organization.

### ***Evaluation***

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*