



District Wide Administrator Job Description

Special Education Supervisor

Descriptors

Position Title: Special Education Supervisor
Position Classification: DWA
Student Services
Exempt Status: Exempt
Supervisory: Yes

Department: Individualized Student Services
Reports To: Executive Director of Individualized
Revision Date: March 2016

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Provide instructional and program leadership for special education programs and related services for students with disabilities to ensure compliance with federal and state laws and regulations. Supervise special education and related services staff assigned to evaluation clusters and specialized programs. Provide leadership as assigned to district programs and services. Collaborate with district building administration and departments.

Essential Duties and Responsibilities

30% Supervision of Staff

- Facilitate recruitment, hiring and assignment of highly qualified staff
- Develop and implement new staff induction processes that support retention of highly qualified staff
- Direct the daily work of special education staff
- Evaluate staff in accordance with District policies and procedures
- Develop action plans to address staff performance issues in collaboration with other administrators when appropriate
- Make recommendations regarding renewals or non-renewal of contracts

15% Analyzing and Utilizing Student and Program Data

- Lead instructional improvement efforts by utilizing scientifically based research strategies, observing and evaluating classroom instruction, using data to evaluate the effectiveness of special education instruction and assisting staff in developing evaluation cluster and program improvement plans for the purpose of increasing student achievement
- Lead specialized programs and services through collection, disaggregation and analysis of state and district performance data and subsequent development of a continuous improvement plan to hold learners to high standards and to promote high achievement in all students
- Interface with other District administrators and District-Wide staff to collect, disaggregate and analyze state and district performance data for the purpose of increasing student achievement

20% Program and Professional Development

- Conduct program/special education needs assessment and implement specialized program development
- Lead continuous improvement efforts at the district level focused on student opportunities and achievement in collaboration with all stakeholders
- Provide professional development in curriculum, instruction, service delivery and due process compliance
- Facilitate the implementation of a site/program leadership team that supports the development of a site/program improvement plan which focuses on professional development and student learning
- Provide leadership to select and implement best practice curriculum and instruction for students with disabilities

20% Parent, Community and Staff Relations

- Communicate with parents, school staff and representatives of outside agencies and organizations on special education topics
- Represent the District on interagency councils
- Facilitate formal and informal dispute resolution through training, coaching and direct participation in the dispute resolution process
- Provide leadership for the promotion of a positive building/program climate, establish and maintain cooperative working relationships, and guide the use of academic and positive behavioral supports for students

- Participate in student meetings, staff development activities and curriculum and instruction activities
- Resolve disputes and ensure students receive a free appropriate public education
- Provide critical coaching and leadership to staff that helps ensure educational equity and effective interventions

10% Program Administration

- Assist the Executive Director in the equitable distribution of resources including allocation for instructional materials, third party billing, etc.
- Develop student and faculty handbooks
- Monitor program budgets for the allocation of the resources available for birth to age 21
- Approve requisitions for instructional materials and supplies
- Administer safety and security procedures
- Participate in the planning and supervision of emergency preparedness and other crisis incidents

- Assist in the preparation and submission of federal, state and district office reports, acknowledging and adhering to statutes and district policies

- Maintain active memberships in professional organizations

Perform other duties as assigned or requested

5% Professional Development

- Attend meetings, in-services and workshops

Work Requirements and Characteristics

Education/Certification Requirement:

- Current valid MN Special Education Director Administrative License or in process
- A minimum of a graduate degree in special education or related area
- Valid MN driver's license without restrictions

Experience:

- A minimum 3 years of experience in special education
- A minimum of one year of administrative or supervisory experience in special education; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the position

Essential skills required to perform the work:

- Strong leadership and time management skills
- Ability to manage multiple projects simultaneously
- Knowledge of best practices in special education programs and services
- Problem solving and conflict resolution skills
- Knowledge of district general administrative policies and procedures
- Intermediate computer skills

- Excellent oral and written communication skills
- Excellent interpersonal relationship skills
- Skilled in problem analysis, data collection and problem solving
- Knowledge of and ability to work with special needs learners
- Ability to make decisions and act within the district and program policies, procedures and guidelines
- Ability to meet the needs of diverse learners
- Ability to work as a team member
- Ability to organize, direct and administer programs and personnel
- Ability to work in a diverse environment
- Advanced current knowledge of technical concepts, processes and/or procedures
- Knowledge of effective behaviors support strategies
- Ability to uphold data privacy and confidentiality
- Knowledge of special education compliance

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and system

Physical and Mental Requirements

Physical Job Requirements:

- Position involves extended periods of sitting, standing and walking
- Position involves listening, speaking clearly and visual acuity
- Position involves occasionally lifting up to 20 pounds

- Position involves planning for upcoming scheduled events and deadlines in a timely manner
- Position involves problem solving in situations resulting in solutions that are appropriate and that follow school district policies
- Position involves visualizing outcomes and conclusion, analyzing and interpreting data, conducting research, managing resources and evaluating the performance of others

Mental Job Requirements:

- Position involves multi-tasking while dealing with constant interruptions
- Position involves flexibility and a willingness to undertake a variety of requests for assistance at any one time
- Position involves need for extreme accuracy on a regular basis

Hazardous Working Conditions:

- Position is performed mainly in typical office conditions
- Position includes travel between District buildings on a regular basis

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.