

**CICERO PUBLIC SCHOOLS
DISTRICT 99**

TITLE: Special Education Program Supervisor

QUALIFICATIONS:

- State of Illinois Administrative Type 75 PEL
- LBS1 PEL or related service staff certification prior to 2011
- Experience with teaching students with disabilities

REPORTS TO: Director of Special Education

JOB GOAL: To provide technical assistance and supervision to teachers and related service personnel in the areas of instructional and adaptive programming for students with disabilities.

Monitor all instructional, functional, and adaptive programs for students with disabilities ensuring federal and state compliance.

PERFORMANCE RESPONSIBILITIES:

- Assist in monitoring the effectiveness of student placements in and out-of-district by observations and IEP meetings.
- Assist in the coordination of the resource, instructional, functional skills/adaptive, related service programs.
- Provide communication link between the Director of Special Education, building Administrators, related service staff, teaching staff, and parents.
- Identify program needs within the district and reports such findings to the Director of Special Education.
- Assist in the professional development for special education staff and related service staff.
- Assume responsibility for own professional growth and development in the area of special education law at federal and state level, curriculum and instruction, and all district initiatives.
- Work collaboratively with Building Administrators at assigned buildings.
- Participate with and provides technical assistance with all building teams at
- Attend Entitlement and IEP meetings as needed.
- Attend district administrator meetings as well as building meetings.
- Serve as a district representative on a building school improvement team.
- Assist with the recruitment and employment of all special education staff.
- Provide ongoing supervision and evaluation of teachers and related service staff.
- Complete state required reports regarding students with disabilities
- Complete other duties as assigned.

TERMS OF EMPLOYMENT: 10 MONTH YEAR

Candidates need to complete an online application at www.cicd99.edu.