



VACANCY NOTICE

Central Office

The following position is available for the 2025-2026 school year:

Special Education Supervisor for Middle School - 12 months

DATE REQUIRED:	July 1, 2025
QUALIFICATIONS /	
EXPERIENCE DESIRED:	PEL with LBS-1 and General Administrative endorsement
SALARY RANGE:	\$87,500.00/salary, commensurate with experience
BENEFITS:	Blue Cross Blue Shield Booklet English / Spanish

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-0301

Posting: March 27, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



Job Description

Position: Special Education Supervisor for Middle School

Reports to: Assistant Superintendent of Special Education

Qualifications/Skills:

1. Professional Educator License with LBS-1 endorsement or related services equivalent certification
2. Valid General Administrative endorsement
3. Prior Experience in a Special Education administrative position
4. Provide effective leadership for educational staff
5. Ability to collaborate with others in a team to problem solve and work through tasks
6. Ability to perform duties under stress and adhere strict deadlines in order to maintain compliance with special education timelines and special education services for students
7. Ability to work with minimal supervision and to make independent decisions in accordance with established policies and procedures

Terms of Employment: Twelve months

Basic Function: Provide leadership to D100 staff in relationship to special education, 504 compliance, and best instructional and data driven practices to enhance student growth. Assist in ensuring that all federal and state regulations related to special education are implemented by assisting administrators and IEP teams.

Performance Responsibilities:

1. Supervise and evaluate the existing Special Education program, e.g. facilities, curriculum, learning activities, materials, supplies, teachers and teacher instruction.
2. Advocate for students and their families throughout the Special Education process.
3. Collaboratively establish long term plans and follow a continuous improvement model for special education services in District 100 in alignment with the D100 strategic plan.
4. Supervise, monitor, and work collaboratively with Therapeutic Day Schools to keep IEP's current and support transition back to D100 along with consistent projections of private placement students from year to year.
5. Supervise curriculum and program planning for special education and monitor fidelity of implementation. In cooperation with other administrative personnel, approve all supplies, materials and texts used by Special Education staff.
6. Supervise curriculum and program planning for special education district programs in collaboration with other Special Education Supervisors and monitor the fidelity of implementation.



7. Plan for and monitor preservice and in-service training for teachers, paraprofessionals and administrators.
8. Establish procedures for evaluation, re-evaluation, placement and annual review of students via the Special Education services program and monitor these procedures.
9. In cooperation with building administrators, establish management practices consistent with district practices and procedures.
10. Track student enrollment/caseloads on a regular basis. Monitor programming and service needs for students with IEPs to include determination of increased allocation needs when necessary. Monitor class lists and deviation requests and proceedings.
11. Keep current with literature, new research findings and improved techniques in Special Education.
12. Arrange for special transportation for children placed in Special Education classes not located in their home school, including therapeutic day schools.
13. In collaboration with building administrators, support the evaluation of related service personnel and specialized program certified staff.
14. Coordinate support with building administrators to assist in LEA meetings throughout the school year, specifically transition meetings (5th to 6th), building capacity of teams to have confidence to support incoming students based on current needs.
15. Participate in the development of department staffing projections based on enrollment and caseload monitoring.
16. Perform other related duties as may be assigned from time to time.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy of Professional Personnel.

Updated 6/5/2024