



POSITION MANAGEMENT GUIDE

<i>Title:</i>	Associate Supervisor of Special Education	<i>Division Approval:</i>	6/27/2013
<i>Department:</i>	Special Education	<i>HR Approval:</i>	6/27/2013
<i>Reports to:</i>	Program Supervisor of Special Education	<i>Board Approval:</i>	9/3/2013
			8/4/2020
<i>Salary Schedule:</i>	Act 93	<i>Revision Date:</i>	05/2020

SUMMARY OF PURPOSE

This position assists the Program Supervisor in planning, operating and evaluating classroom programs in accordance with Lincoln Intermediate Unit Special Education Plan directives from the PA Department of Education or Office of Child Development and Early Learning (OCDEL) – Bureau of Early Intervention.

ESSENTIAL REQUIREMENTS

- Master's degree in special education or related field
- Pennsylvania Special Education Supervisory certificate or Principal (K-12) certificate required
- Five (5) years of special education experience

ESSENTIAL FUNCTIONS

- Under the direction of the Program Supervisor, recruits, recommends for hiring, and assigns classroom staff. Provides job descriptions and training, rates job performance, and helps staff to attain their highest level of job potential.
- Directs the work activities for the program staff persons including professional, para-professional and office support staff in accordance with the direction of the Program Supervisor and philosophy of the LIU Special Education Division.
- Maintains lines of communication with colleagues, subordinates, parents of eligible students, contracted agency staff, and related service providers.
- Conducts staff evaluations and provides staff development activities in accordance with the program supervisor.
- Publicizes and promotes program philosophies.
- Provides a full range of special education services for exceptional students using classroom and itinerant delivery models, part-time to full-time organization, providing appropriate facilities, curriculum and equipment. Evaluates curriculum for various classes in an ongoing manner and trains staff in classroom data collection and implementation of the curriculum.
- Assists the Program Supervisor in collecting and reporting data required and necessary for the programs, and for the development of the annual Special Education Plan and Budget.
- Writes project applications, policies, procedures, guidelines, position papers and performance standards for the program. Trains classroom staff on mandated information and updates.
- Develops and implements a program to increase the inclusion options for all students where appropriate.

*Title: Associate Supervisor of Special Education
(Continued)*

- Champions for the involvement of parents in each area of their child's special education.
- In coordination with the Program Supervisor, evaluates the program through parent/staff survey.
- Provides excellent customer service to both internal and external stakeholder groups. This may include community-based awareness activities.
- Provides practicum experience for student teachers.
- Secures appropriate adaptive equipment and materials.
- Serves as liaison to appropriate community agencies.
- Assists in the development of and adheres to LIU Board Policies and Procedures.
- Complies with state and federal mandates related to special education and guidelines described in the LIU Staff Handbook.

DIVISION/ORGANIZATION

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Division.
- Performs other functions as assigned by the Division Director.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)
- ☐ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks from Building
- ☐ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☐ Mobility Within the Building
- ☒ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

Title: Associate Supervisor of Special Education
(Continued)

11. Standing

- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☒ Greater than 30 lbs.
- ☐ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 9-3-2013

Revision adopted by LIU Board of Directors: 8-4-2020