

Supervisor of Special Education

Reports to: Superintendent

FLSA Status: Exempt

SUMMARY:

Directs and coordinates activities of teachers and other staff providing home or school instruction, evaluation services or other special education services to physically, mentally, emotionally, or neurologically disabled children by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Definition - Assists in the operation of the total special education program with emphasis on curriculum and instruction.

- Maintains compliance with federal and state special education regulations;
- Assists special education teachers in the implementation of the instructional objectives for students;
- Observes and assists with the classroom performance of special education teachers in cooperation with the building principal and supervisory staff;
- Provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP implementation;
- Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students;
- Oversees, in conjunction with the Superintendent, Supervisor of Personnel, , and building administrators, that teacher and teacher assistant assignments across the school division maintain compliance with state program standards;
- Serves as the Occupational and Physical Therapist Coordinator for the school district;
- Maintains "child find" and community awareness activities regarding students with disabilities;
- Serves as Homebound and Homeschool Coordinator;
- Participates in special education Eligibility meetings, IEP meetings, Behavior Intervention Plan meetings and Manifestation Determinations as the situation demands;
- Assesses special education and related services to identified special education students through monitoring each student's IEP and SOL results;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are significant to the job, affecting a large segment of the organization, students, and teachers. Effective leadership qualities and personal characteristics necessary for interacting with students, teachers, and parents are a paramount component of this position. Candidate must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21(inclusive).

Knowledge of school law, legal provisions related to childcare, special education laws, and regulations are required. Knowledge of the Virginia School Health Guidelines and the guidelines for the Management of Student's Scholastic Records in Virginia are required. Candidate must be able to demonstrate the ability to function effectively as a team member in determining appropriate services for the children through such meetings as Eligibility proceedings, IEP team meetings, discipline reviews, mediation, and/or due process proceedings.

EDUCATION AND/OR EXPERIENCE:

Master's degree from an accredited graduate program in school administration or a related field with emphasis in special education is required. Holds a Virginia certification in Administration and Supervision or eligible for such certification.

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.

Duties are typically performed in school settings including offices, conference centers, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 20 pounds, and occasional lifting of equipment and materials weighing up to approximately 40 pounds. Other limited physical activities are required. Frequent operation of a vehicle and office equipment is required. Regular and frequent contact is made at all organizational levels for the purpose of developing and achieving organizational goals and missions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work. Regular contact with students with special needs is a requirement. Contact with building administrators, staff members, community agencies, and parents are required. Occasional contact with medical professionals may be required. Frequent contact with parents and staff by phone and in person may be necessary. Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with principals and teachers throughout the School

JOB DESCRIPTION
Scott County Schools

Division. Contact with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required.

EVAULATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.