JOBS DESCRIPTION
SUPERVISOR OF SPECIAL EDUCATION

JOB TITLE: Supervision of Special Education
WAGE/HOUR STATUS: Exempt

REPORTS TO: Principal
TERMS: 226 Days

DEPARTMENT: Special Education
PAY GRADE: Administrative 4

PRIMARY PURPOSE:
Provide leadership for the organization and implementation of special education programs; work to provide appropriate educational programs to meet the needs of all special education programs.

QUALIFICATIONS:

Education/Certification:
Master’s degree from an accredited college or university
Valid Texas teaching certificate with special education endorsement
Texas Mid-Management or the appropriate Texas supervisor’s certificate

Special Knowledge/Skills:
- Understanding of the individual needs of special needs persons
- Ability to manage personnel
- Ability to communicate with all levels of special needs students and their parents
- Organizational, interpersonal and communication skills

Experience:
Supervisory or administrative experience in special education
Teacher experience in teaching special needs persons

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional and Program Management
1. Ensure implementation of the process of special education in the district
2. Coordinate state and local testing for students in special education
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional and Program Management (continued)

3. Serve as a consultant to teachers in the identification, evaluation, selection, and application of appropriate activities and materials with regard for objectives to be achieved

4. Provide assistance in the continuity of the instructional program by making organizational arrangements toward the integration of students with special needs into regular classes

5. Process new referrals, interims, reevaluations, and additional testing requests in a timely and efficient manner

6. Promote appropriate staff development in special education

7. Participate in committee meetings as needed to ensure the appropriate placement and development of individual education plans for students

8. Assist with transition services for students in special education entering and exiting public school programs

9. Provide leadership in curriculum renewal and development as well as alignment with the state curriculum

10. Compile, maintain, and file all physical and computerized reports, records, and other documents required

11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy

12. Participate in professional development activities to improve skills related to job assignment

13. Maintain a positive and effective relationship with district personnel

14. Effectively communicate with colleagues, students, parents, and outside resource people

15. Serve as liaison between the school and community, and implement awareness programs concerning special education services available in the district

16. Collaborate with director in establishing annual budget needs for special needs students per campus

17. Coordinate state and local testing for students in special education
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

**Other**

18. Comply with district policies, as well as state and federal laws and regulations

19. Adhere to the district’s safety policies and procedures

20. Maintain confidentiality in the conduct of district business

21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

22. Demonstrate regular and prompt attendance

23. Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

**EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

**WORKING CONDITIONS:**

**Mental Demands:**

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

**Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
JOB DESCRIPTION

SUPERVISOR OF SPECIAL EDUCATION

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: __________________________________________

Signature: ____________________________________________ Date: _______________________

ESTABLISHED/REVISED DATE: Feb., 2017