



Longview Independent School District

JOB DESCRIPTION **SUPERVISOR OF SECONDARY SPECIAL EDUCATION**

JOB TITLE:	Supervisor of Secondary Special Education	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Special Education	TERMS:	226 Days
DEPARTMENT:	Special Education	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Provide the leadership and organization for implementation of the 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



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional and Program Management (continued)

2. Coordinate state and local testing for students in special education
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 including, but not limited to, safety procedures and restraint training for all supervised employees
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



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional and Program Management (continued)

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

Other

17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. 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)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Share supervisory responsibility for professional staff with school principal; supervise teachers, paraprofessionals and clerical personnel and others as assigned

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); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

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.

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