

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Supervisor of Special Education Position Description**

**LOCATION:** Special Services

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 27

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Director/Supervisor of Special

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

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

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Works and plans with the Director of Special Services to ensure all components of the special education department are focused on differentiating for special education student's needs. The focus is on academic achievement of special education students;
- Plans and organizes for students needs with special education staff at CO and at schools, specifically within child study and IEP processes;
- As Supervisor, this position is included in all planning and implementation of special education budgeting, programming and professional development;
- Co-Chairs the Special Ed Department Chair meetings with Director of Special Education;
- Coordinate and oversee IEP Process and completion to include monitoring, compliance and training;
- Oversee special education assessment programs;
- Coordinate extended school year services;
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Decision-making skills are significant to the job, affecting a large segment of the organization, students, and teachers. Candidate must be knowledgeable of best practice in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21. Knowledge of special education laws and regulations is 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, IEP, Behavior Intervention Plan and Manifestation Determinations, etc.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and hold a Postgraduate Professional License with an endorsement as a supervisor and/or administrator or working towards such credentials. Candidate must have successful experience in public education as a teacher and/or administrator.

### **SPECIAL REQUIREMENTS**

Candidate must demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers and parents as attested to by a division superintendent of schools. Candidate must be able to organize and present workshops on various topics related to the provision of special education and related services for division instructional staff. Candidate should be skilled in the use of word processing, data base and presentation software. Knowledge of special education laws and regulations is required. Must be able to provide own transportation to school-related functions, community agencies, and schools throughout the division. Frequent operation office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

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 is required. Occasional contact with medical professionals may be required. Frequent contact with parents and staff by phone and in person may be necessary.

**EVALUATION**

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.