

## **Job Title: Supervisor of Exceptional Children Services (Special Education Director)**

**POSITION SUMMARY:** To provide a sound educational program for students who require at least a partially different program from regular classroom programs.

### **ESSENTIAL FUNCTIONS:**

1. Design the formulation and implementation of individual educational plans for students with disabilities and develop procedures for placement, evaluation, assignment, and reappraisal of students.
2. Keep abreast of all components of Special Education at both the state and federal level and seek to comply with all requirements.
3. Supervise all programs and implementation thereof including gifted education in collaboration with principals and immediate supervisor.
4. Act as the system's contact person to outside agencies dealing with the evaluation and/or placement of handicapped students.
5. Develop and present to the state department of education the yearly Board approved Plan (through ePlan) for the education of Students with Disabilities.
6. Coordinate with supervisors and building level principals to make recommendations for initial and continued employment as well as specific assignments of special education staff.
7. Complete required evaluations (assigned to Central Office) and assists principals in the evaluation of professional and support staff who deal with handicapped students, when needed.
8. Coordinate a plan for dissemination of pertinent information to parents.
9. Compile necessary data used in census reports to state and/or federal agencies.
10. Submit to the Director of Schools/designee all requisitions for special education services.
11. Supervise the maintenance of records of all students with disabilities.
12. Incorporate a structured program for progress monitoring.
13. Coordinate special education services with SPED Coordinators and Principals.
14. Work with a system-wide curriculum committee to ensure provisions are made for handicapped students.
15. Serve in an advisory capacity regarding screening procedures and keep on file the results of such screening activities, notify parents of particular needs and advises teachers on the use of screening results in modifying teaching methods.

16. Present recommendations regarding needed areas for staff development, modifications of existing programs, and implementation of needed additional services to students with disabilities.
17. Keep abreast of changes pertaining to students with disabilities, as well as with the current trends of educating all exceptionalities, and inform and advise staff of such.
18. Provide staff development training as needed for both certified and support staff regarding special education; and
19. Perform other duties as deemed necessary by the Director of Schools.

**QUALIFICATIONS:**

- Valid Tennessee license with one of the following endorsements: beginning administrator, administrator/supervisor, or supervisor of instruction and shall have three years of experience with programs for children with disabilities; or
- Holds a master's degree and a valid Tennessee teaching license with endorsement in at least one area of special education and shall have three years of experience with programs for children of disabilities.

**PHYSICAL DEMANDS:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

**TEMPERAMENT (Personal Traits):**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.

**CAPACITY AND ABILITY REQUIREMENTS:**

Specific capacities and abilities may be required of an individual to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.

4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

**GENERAL REQUIREMENTS:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.