

South LaPorte County Special Education Cooperative Special Education District Supervisor Job Description

Position: Title: Special Education District Supervisor

Desirable Qualifications:

- Certification in a least 2 areas of Special Education
- Demonstrated leadership and management responsibilities
- Experience in delivering in-services to staff
- Strong organizational skills and ability to work effectively with a wide variety of people
- Knowledge and experience dealing with computers used for instruction and management .
- Effective communication skills in writing, speaking and listening and
- Commitment to team concept and strong work ethic

Reports to: Director of Special Education in conjunction with local district Superintendent

Essential Functions Summary: The Special Education District Supervisor is responsible for all special education and related services provided in the local districts. Specifically the District Supervisor is responsible for:

A. STAFF RESPONSIBILITIES

- Recruiting, interviewing and recommending staff for employment.
- Assisting with staff evaluations, improvement plans, and recommendations for re-employment and *l or* dismissal
- Providing supervision in classrooms, and to itinerant, related service and diagnostic staff as assigned.
- Providing facilitation for curriculum modifications and material selections.
- Participating in the development of long and short-range district objectives
- Providing information to school personnel and parent on special education law, techniques, and current practices.
- Reviewing and monitoring special education files, and procedures and student IEPs to guarantee compliance with the state and federal guidelines and requirements.
- Coordinating and conducting meetings and inservices for special education staff.

B. CASE CONFERENCES AND STUDENT PROGRAM RESPONSIBILITIES

- Chairing all Causal Case Conferences when expulsion is considered
- Participating as a Case Conference team member as appropriate
- Chairing and coordinating all State School Conferences for students within the districts serviced.
- Chairing all private school or home school conferences, assuring the services are properly developed and implemented.
- Chairing all Alternative / Residential Case Conferences and assuring the development and submission of the application, contracts and renewal.
- Informing the Director and Superintendent of all staff needs or changes.

C. ADMINISTRATIVE AND OTHER RESPONSIBILITIES

- Work the administrative hours agreed to by the Cooperative
- Provide informational presentations as requested by the Superintendent's Advisory Board.
- Collect and maintain appropriate data as required by the Division of Special Needs
- Assist in the development of LPCSC goals and planned activities.
- Maintain a high standard of professional ethics, honesty and integrity during the performance of these responsibilities.
- Support the philosophy, policy and procedures of the Cooperative and school corporations served.
- Attend appropriate administrative meetings.
- Performing other duties as assigned by the Director

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and / or Experience:

A Master's Degree in Education is required.

Administrative Certification

Work toward, or completion of a Director of Special Education License in Indiana is preferred.

Five (5) years experience in Special Education or equivalent experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

Mathematical Skill:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to

finger, handle, type or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public address system tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, copy machine and fax.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Evaluations:

An annual evaluation is completed by the Director of Special Education, with input from the Superintendents of the local districts served.

Terms of Employment:

The salary for the District Supervisor is established annually by the Board of Managers. The special education supervisor is employed for 210 days and follows the La Porte calendar.