



Position title:	<i>Special Education Supervisor</i>
Reports to:	<i>Principal</i>
Employment category:	<i>12-Month/Full-Time/Salaried</i>
FLSA status:	<i>Exempt</i>
Salary Range:	<i>\$70,000-\$95,000</i>

Position Summary

The Special Education Supervisor is responsible for the oversight, management, administration, and evaluation of the special education program. This position supervises a team of teachers, paraprofessionals, and contracted professionals within the Special Education program.

Responsibilities

ADMINISTRATION

- Implement and evaluate instructional, support, and non-instructional programs and services for children with disabilities according to the Pennsylvania State statutes and federal law and in collaboration with FACTS' staff and parents.
- Implement and evaluate procedures for screening, identification, referrals, placement, programming and follow-up for individual disabled children
- Evaluate and approve requests for evaluation from the Response to Intervention Team, along with the Principal
- Monitor the completion of student assessments, evaluations, IEP developments and renewals.
- Coordinates the completion of Functional Behavior Assessments and the implementation of subsequent Positive Behavior Support Plans that are written by the Behavior Analyst
- Assist teachers in parent outreach, progress reporting and meeting scheduling.
- Develop long- and short-range plans for assigned administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.)
- Research information for the purpose of developing new programs/services, ensuring program compliance, securing general information and/or responding to requests.
- Coordinates the School Based Access Program.

DATA, REPORTING AND COMPLIANCE

- Prepare a wide variety of often complex materials (e.g. plans, funding requests, reports, analyses, plans, recommendations, procedures, policy recommendations, etc.) for the purpose of documentation, meeting state requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Establish compliant procedures for team meetings and IEP data collection.
- Monitor data collection for ACCESS.
- Monitor data stewardship across systems including PIMS and student accounting.

- Monitor students' records for accuracy and compliance.

CURRICULUM AND INSTRUCTION

- Coordinate curriculum development and evaluation in special education areas.
- Keep staff informed of current trends and innovations for improving the quality of the school's special education programs and give leadership in promoting a climate for desirable change.
- Assist teachers with instructional interventions, appropriate instructional modifications, and small group support for students.
- Coach (e.g. co-teach, model, demonstrate, observe, and provide feedback) teachers on the implementation of intervention approaches and assessment strategies.

PERSONNEL MANAGEMENT

- Assist in interviewing and recommending new personnel
- Supervise and evaluate special education program teachers, psychologists, and related services contracted staff.
- Locates and develops/maintains professional relationships with related service providers
- Recommend and coordinate in-service programs for staff on special education topics.

COMMUNITY RELATIONS

- Interpret the FACT's special education programs, needs and regulations to the staff, board and public as needed.
- Respond effectively to conflicts in policies and regulations, parental requests, and community concerns regarding special education programs or procedures.

SCHOOL-WIDE EXECUTIVE MANAGEMENT

- Works collaboratively as a member of the Administrative Council to model professional leadership and guidance for the entire school and to provide objective, data-driven and mission-centered departmental perspective to executive-level decision-making

Qualifications

- A minimum of 5 years of direct special education experience, including teaching, related service provision, and/or case management (preferably in an elementary school setting)
- Pennsylvania Special Education Teacher certification and Supervisor of Special Education certification are required
- Demonstrated knowledge and current, relevant coursework in special education law, due process, IDEA implementation required
- Demonstrated knowledge of specialized and differentiated methods of instruction for a wide variety of students and their needs
- Demonstrated competence in employing evaluative strategies to assess the effective delivery of special education services and support
- Strong written and oral presentation skills and a demonstrated ability to clearly convey federal and state guidelines and mandates
- Strong interpersonal skills; ability to collaborate well
- Strong commitment to social justice and family empowerment
- Experience with EL students is preferred

Working conditions

The working conditions of a Special Education Supervisor include:

- Very high levels of social interaction, with daily and consistent work with children, parents, and other teachers.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.

- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the teachers and children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasant.
- Working as part of a team of educators.

Physical requirements

The Special Education Supervisor is regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Direct reports

Special Education Teachers
 Special Education Teaching Assistants
 Related Services (contracted)

Approved by:	Admin Team
Date approved:	3/15/2023
Reviewed:	