

**Shelton Board of Education
Supervisor/Coordinator of Special Education Pre K-12**

Certification/Qualifications:

- BS/MS in Education Preferred, in Special Education or related support service area
- M+1 in Education Leadership or related field
- CT State Teaching Certification in Special Education
- Intermediate Administration & Supervision (092)
- Minimum of two – five years of administrative experience at school or district level, preferred
- Five - eight years classroom teaching experience in Special Education or support service area. Administrative experienced preferred.
- Experience in principles of supervision, training and performance evaluation.
- Experience in methods and techniques of literacy instruction including the workshop model.
- Knowledge of the CT Accountability Learning Initiatives (CALI)
- Demonstration of superior human relations skills

Terms of Employment: Salary and Work Year:

- Twelve month employment year and salary as defined in the administrators' contract

Reports to:

- Executive Director of Curriculum and Support Services

Job Goals:

- To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs

Performance Responsibilities:

- Assists in the coordination of all special education programs in the district
- Monitors and supports implementation of 504 teams at school site
- Evaluates special education teachers
- Assists teachers in resolving instructional problems and serves as a resource on curriculum questions
- Checks individual educational programs and teachers' schedules regularly to insure that curriculum requirements are being met and those necessary materials are available
- Develops and promotes suitable procedures for screening and diagnosis of student problems
- Makes classroom visitations of special education teachers and provides follow-up consultation

- Implements curriculum and program planning and pre-service/in-service training for teachers of the program
- Evaluates all special education programs, facilities, curriculum, learning activities, materials and supplies, parent relationships and teaching practices, annually
- Assumes responsibility for the fidelity and integrity of all IEP's
- Supports implementation of researched-based programs designed to improve teaching and learning for all students
- Attends regional (i.e. CES) and state conferences
- Assists in the interpretation of the philosophy and practices of the special education department to administrators, staff and the public at large
- Determines need for additional or alternative special education programs
- Assists in the recruitment, screening, hiring, training, and assigning of department personnel, as required by the Executive Director
- Assists in developing and utilizing community resources for department needs
- Assists in the preparation of the department budget, as needed by the Executive Director
- Monitors & implements schedules of teachers to provide student services in an efficient and effective manner
- Performs other such duties that might be assigned by the Director of Special Education