

A.E.R.O.

SPECIAL EDUCATION COOPERATIVE

Dr. Bill Roseland
Executive Director

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Job Description

TITLE: Program Supervisor

QUALIFICATIONS:

- Current Illinois Professional Educator License
- Endorsements: General Administrative, Director of Special Education
- Master's Degree in educationally related field Doctorate preferred
- Administrative experience in Special Education, preferred
- At least 5 years Special Education teaching or related service experience
- Such other alternatives to these qualifications as the Board of Education may accept

REPORTS TO: Program Administrator(s)

SUPERVISES: At the direction of the Program Administrator(s), supervises A.E.R.O. instructional staff as well as all assigned related service staff members assigned to A.E.R.O. Therapeutic Center (ATC) and all other sites in which A.E.R.O. may operate a program or service. Instructional leader, technical supervisor and consultant for A.E.R.O. program teachers, related therapists, school service personnel and instructional assistants.

FUNCTION: Assists the Program Administrator(s) in all matters related to A.E.R.O. Programs, including but not limited to students and families, personnel, administration and public relations. Instructional leader, technical supervisor and consultant for A.E.R.O. program teachers, related therapists, school service personnel and instructional assistants. Will facilitate and maintain the A.E.R.O. One School Community Culture through direct supervision of A.E.R.O. instructional, related service and support staff to ensure a highly effective educational program for students and a collaborative healthy culture for staff. educational program for students and a collaborative healthy culture for staff.

RESPONSIBILITIES:

A. Instructional Leadership

1. Co-creates a shared vision of high expectations with multiple stakeholders; builds staff capacity to maintain and implement a shared vision for high student achievement and college and career readiness
2. Builds capacity of staff to address other staff or stakeholders who contradict the vision by displaying low or negative expectations; contests or eliminates practices (instructional scope/schedules) that contradict the vision and mission
3. Remains focused on student achievement results at all times; builds staff ownership for the goals and builds capacity of staff to monitor benchmarks and milestones within specific grade or content areas including continuous review of disaggregated data for student groups who have traditionally not been successful in the school
4. Prioritizes and monitors the use of school time to ensure that staff and student activities focus on improving student learning; organizes how professional time is used and adjusts how time is spent to support student learning activities
5. Ensures year end goals and student needs are met by using formative and interim assessments to modify the instructional scope and sequence
6. Regularly assesses instructional practices and builds teacher capacity to implement a variety of practices that are relevant to student needs and interests, research based, and based on academic rigor and strategies that supports the learning of all students
7. Ensures that systems for observations occur multiple times a year with staff getting regular, consistent, and actionable feedback that is specific to each individual's development plan from multiple observers
8. Completes all aspects of a rigorous evaluation process that includes goal setting, mid-year formative and summative ratings based on observations and multiple metrics of student results; ensures that evaluation processes are clear and transparent to all staff and includes assessment of student outcomes, learning environment, quality of instruction and planning and preparation
9. Implements a strategy to build the capacity of teacher teams to lead effective meetings focused on student learning data and student work
10. Implements a job-embedded professional learning system for consistent support, development, coaching, and peer learning opportunities; allocates regular time for whole group and individual staff development and learning opportunities
11. Creates space for staff, students, and families to share feelings about change and supports the community while describing the possibilities present in the future; maintains focus on

meeting school goals when trying to confront and support staff in challenging values, beliefs, assumptions, and/or habits of behavior that may not match the school vision

12. Focuses all conversations, initiatives and plans on improving student achievement and is relentless in pushing staff to maintain and improve their focus on student outcomes; uses every challenge as an opportunity to learn and develop themselves and their staff

B. Administration

1. Develops, implements and monitors A.E.R.O. procedures and programs consistent and compatible with PART 226 Illinois Administrative Code for Special Education, IL School Code and other state and federal laws and regulations.
2. Coordinates and participates in IEP staffings and annual reviews and facilitates the compilation of documentation for student records.
3. Evaluates teacher and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
4. Facilitates communication with the Program Administrator(s). Will participate in the recruiting and interview processes as needed to facilitate effective and timely A.E.R.O. human resources program.
5. Oversee specific day-to-day transportation activities of A.E.R.O. students.
6. Reviews and submits to the Program Administrator(s) or designee, monthly tuition-based student roster to facilitate A.E.R.O. tuition billing.
7. Annually will oversee all aspects of Extended Year Services including but not limited to student rosters/classroom assignments, personnel recommendations, space considerations and instructional materials required. Will directly supervise all staff when Extended School Year is in session as requested.
8. In collaboration with the Program Administrator(s), develops handbooks (staff, student, parent) and revises annually.
9. Coordinates activities with central office personnel.
10. Facilitates proper and timely placement of newly enrolled students to A.E.R.O. Programs in collaboration with the Program Administrator(s).
11. Participates in annual A.E.R.O. Needs Assessment.
12. Work with A.E.R.O. and district administration regarding the development and maintenance of student records and files.
13. Understands and monitors compliance with current A.E.R.O. collective bargaining agreement. May participate in collective bargaining negotiations as directed.

14. Performs other duties and assumes other such responsibilities as may be assigned by the Executive Director/Assistant Director of Program & Services/Program Administrator(s).
15. This job has responsibilities for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.
16. Demonstrates the ability to communicate with diverse groups; maintain confidentiality; set a vision and priorities; work as part of a team; work with frequent interruptions; create a positive school climate for students, staff and community; motivate and inspire staff; and adapt to changing work priorities.
17. Establish and maintain effective working relationships with all members of the school community i.e. A.E.R.O. staff and member district staff.
18. Implement Crisis Prevention Institute (CPI) training
19. Implement program initiatives as directed by Program Administrator(s) e.g., best practices for building resilience in students that addresses the emotional and mental health needs in a therapeutic setting/classroom.
20. Assist in the development and maintenance of individual program budgets.
21. Assures a high quality of IEP writing in compliance with all applicable state regulations.

C. Supervision

1. As assigned, will supervise directly all A.E.R.O. instructional, related services and support staff assigned to the ATC and any other site(s) in which A.E.R.O. may operate a program or provide a service.
2. Advises parents, regular and special education teachers in proper programming of students.
3. Assists in developing continuity of comprehensive programs and services.
4. Assists teachers in long and short-range planning and scheduling.
5. Assists personnel in the improvement and updating of methods, materials, and techniques for his/her professional area.
6. Orients staff to the A.E.R.O. policies, procedures and philosophy.
7. Provides pupil services including intake services, IEP's, annual reviews, classroom assignments and student schedules.
8. Will participate in formal method of Program Evaluation for A.E.R.O. Programs annually.

9. Supervise custodial staff and secretarial staff including evaluation for the purposes of improvement of ATC Programs and any other site(s) in which A.E.R.O. may operate a program or provide a service.
10. Assist in supervision and coordination of After School Intervention Program (ASIP).

D. Professional Development

1. As directed, will provide continuous professional development program designed to improve the professional staff.
2. Researches, plans and coordinates in-service training programs for other administrators, parents, regular teachers, special education teachers, etc. in understanding special education students and special education process.
3. Attends regular Collaborative Council Meetings as directed, Leadership-Team Meetings and Opening In-Service.
4. Attends yearly IAASE Conferences and Special Education Directors Conference, and/or additional conference/workshop opportunities.
5. Work collaboratively with Assistant Director of Programs & Services and Assistant Director of Professional Development/Curriculum & Instruction to provide instructional leadership in research-based instructional strategies to instructional and related services staff.

E. Communication

1. Provides on-going communication with district and A.E.R.O. personnel as well as with parents as directed.
2. Interprets and disseminates information regarding state/federal rules and regulations.
3. Informs the Program Administrator(s) of student progress, teacher and other personnel effectiveness, and program development.
4. Attends A.E.R.O. Executive/Governing Board meetings and presents information when requested by the Executive Director or the A.E.R.O. Executive/Governing Boards.
5. Prepares and reviews news releases and publications for the A.E.R.O. website.
6. Assist districts with public awareness activities.
7. Access community resources when appropriate for individual students and their families.

8. Establish clear lines of communication with parents and staff regarding school goals, accomplishments, practices, and policies.
9. Conduct safety drills and evacuation procedures as required by law.
10. Coordinate student teaching assignments and student practicum observations.
11. Conduct all building meetings and committee meetings on an as needed basis.
12. Coordinate school fundraisers. Assume responsibility for purchasing items through donations account.
13. Will participate and supervise A.E.R.O. staff during various after-school activities as directed.
14. Other duties as assigned.

F. Evaluation

1. Annually by the Program Administrator(s) in accordance with Board policy.

G. Terms of Employment

- Eleven Months (240 days)
- Fair Labor Standards Act Exempt



A.E.R.O.

Serving School Districts:

**104 Summit • 108 Willow Springs • 109 Indian Springs • 110 Central Stickney • 111 Burbank • 122 Ridgeland
124 Evergreen Park • 217 Argo Community • 220 Reavis • 229 Oak Lawn Community • 231 Evergreen Park Community**