



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Supervisor of Special Education

DATE: November 2024

DEPARTMENT/GROUP: Special Education /Act 93, Group 2

LOCATION: Central Office

REPORTS TO: Director of Pupil Services

STATUS/FLSA: FT/Exempt

JOB SUMMARY: Assists in the operation of student support services, including program leadership, compliance monitoring, staff development, and home/school partnerships.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Program Leadership:
 - a. Supervises the evaluation, selection, and implementation of learning programs utilized in special education classes.
 - b. Assists the building administrator with ongoing supervision of special education classes.
 - c. Completes classroom observations and monitors student data/achievement.
 - d. Develops new or expands programs within the district for students receiving special education services.
 - e. Collaborates on the creation and submission of child count, special education plan, contingency funds, compliance monitoring, and any corrective action plans.
 - f. Helps create, oversee and manage departmental budgets.
 - g. Identifies and returns students currently placed out of district to less restrictive programs within the school district.
 - h. Coordinates services, allocates resources, and provides direct supervision of students in district programs.
 - i. Supports Extended School Year (ESY) programming in conjunction with special education supervisors.
 - j. Attends Special Education Administration Team meetings (SEAT) and Special Education Advisory Council (SEAC) through CCIU.
 - k. Participates in the interview committee process to ensure proper staffing selections are made.
2. Compliance:
 - a. Adheres to state and federal regulations of IDEA and ADA including Chapters 14, 15, and 16.
 - b. Attends IEP, GIEP, 504, MDT, and Early Intervention meetings for identified students within district programs.
 - c. Attends IEP, MDT, and Interagency meetings for students that are placed out of district, including but not limited to Approved Private Schools, Chester County Intermediate Unit and students placed in Residential Treatment Facilities.
 - d. Serves as LEA when required.
 - e. Works with building administrators, directors, school psychologists, special education teachers, parents and families to ensure appropriate services for identified students.
 - f. Provides ongoing examination of resources, building needs, and allocations to facilitate team decisions supporting LRE and research-based instruction.
 - g. Manages formal parental complaints such as mediation, resolution meetings and due process hearings.
 - h. Models nondiscriminatory practices in all activities. Complies with and supports school and division regulations and policies.
 - i. Participates as District Team Member as part of the PDE compliance monitoring process.
 - j. Oversees the implementation of online IEP software programs.
 - k. Works collaboratively with the strategic planning committee to write the special education plan.
3. Staff/Professional Development:
 - a. Organizes and presents workshops on various topics.
 - b. Develops, organizes and facilitates formal in-service training, follow-up consultation and support to all paraprofessional and professional staff on specialized needs of children receiving special education services.
 - c. Conducts classroom walk-throughs and formal observations to provide ongoing feedback in communication logs.
 - d. Supports the facilitation of the annual mandatory 20 hours of staff development for all paraprofessional staff, including attaining the Credential of Competency Certifications for paraprofessional staff as outlined by the Pennsylvania Department of Education.
 - e. Maintains own licensure at state level; keeps skills current.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a Pennsylvania Special Education Supervisor Certification and/or other proper Pennsylvania administrative certification for the position.
2. Minimum five (5) years of successful experience in public education as a teacher or administrator required.
 - a. Instructional experience strongly preferred.
3. Decision-making skills are significant to the job, affecting a large segment of the organization, students, teachers, and parents.
4. Knowledge of best practice in special education instruction, teaching methodology, and positive behavioral support of students with disabilities and the general education curriculum for students ages 5-21.
5. Knowledge of special education laws and regulations is required.
6. Demonstrate the ability to function effectively as a team member in determining appropriate services for children through such meetings as eligibility, IEP, Positive Behavior Support Plan, 504 agreements, GIEPs, and manifestation determinations, etc.
7. Candidate must demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
8. Candidate should be skilled in the use of databases, IEP software, office equipment, and presentation software.
9. Candidate must possess good moral character.
10. Must have and maintain a valid state vehicle operator's license and a good driving record.
11. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
12. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to move about to attend meetings, visit schools, access file cabinets, and office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others, attend meetings, and to give and follow directions.
- C. The position requires the employee to routinely operate a computer and other office equipment such as a copy machine, fax, and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- E. This position frequently requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. This position requires the ability to create written documentation for the purpose of mandated special education requirements.
- G. Up to 50% travel required; must be able to provide own transportation to school-related functions/meetings, community agencies, and schools throughout service area.
- H. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.
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