

**BOARD OF EDUCATION – DELAWARE CITY SCHOOLS**  
**Job Description**

Date: August 1, 2021

Title: **SUPERVISOR OF SPECIAL EDUCATION**

Reports To: Director of Special Education

Employment Status: Full Time

FLSA STATUS: Exempt

Qualifications:

- \* State of Ohio Administrative, Supervisor, Superintendent or Special Education certificate/license
- \* Experience in teaching and special education
- \* Ability to communicate ideas and directives clearly and effectively both orally and in writing
- \* Good health, physical stamina, fitness and vitality

General Description: Administer, coordinate and provide leadership to all activities and programs pertaining to special education pre-kindergarten through grade twelve.

Essential Functions:

1. Supervise the special education programming and staff for students in collaboration with building principals.
2. Coordinate all placement and due process requirements including civil rights complaints as they relate to special education services to assure conformity with state and federal law. Includes monitoring compliance of special education programs that serve preschool and school age disabled students.
3. Collaborate with director of special education to assure that special education curriculum is aligned with the regular education curriculum.
4. Maintain, systemically review and verify records of students with disabilities.
5. Assist building principals in the development and coordination of highly qualified teachers.
6. Provide education resources and support information for families of students with disabilities.
7. Collaborate with administrators on special education service delivery model.
8. Provide counsel and assistance to teachers toward the selection of appropriate instructional strategies, assessment and writing IEP's in working with students' problems and in locating and securing various types of educational materials.
9. Participate in local, state, and national conferences and seminars to keep abreast of improvements, innovations, and changes in special education with director approval.
10. Assist with academic alternative education school programs.
11. Evaluate speech pathologists, psychologists and related service providers assigned to the district.
12. Maintain communication and adequate records and prepare reports as requested by the director.
13. Collaborate with the director on special education staff development.
14. Monitor implementation of Section 504 of the Rehabilitation Act as related to the student population.

**SUPERVISOR OF ELEMENTARY AND SECONDARY SPECIAL EDUCATION - Pg. 2**

- Expectations:
1. Demonstrate support for the district's Vision, Mission and Beliefs.
  2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
  3. Ensure that decisions are based on data.
  4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
  5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
  6. Adhere to and enforce all board policies.
  7. Perform other tasks as assigned by the immediate supervisor.
  8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

- Additional Working Conditions:
1. Occasional exposure to blood, bodily fluids, and tissue.
  2. Occasional operation of a vehicle under inclement weather conditions.
  3. Occasional interaction among unruly children.