

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPECIAL EDUCATION SUPERVISOR	File 123
Reports to:	Director of Special Education	
Job Objective:	Directs the planning, delivery, assessment, and ongoing improvement of special education programs.	
Minimum Qualifications:	· Valid state department of education license/certificate appropriate for the position. · Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.). · A record free of criminal violations that would prohibit public school employment. · Complies with drug-free workplace rules and board policies. · Keeps current with advances in technology and workplace innovations that enhance productivity. · Successful teaching and administrative experience. · Effective organizational planning and project management skills. · Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.	
Essential Functions:	The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. · Facilitates the delivery of special education services. Promotes close working relationships with all stakeholders. Helps evaluate program services to determine if they are effective. Prepares an annual written report to the director of special education identifying program strengths/weaknesses. · Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures. · Advances the district's professional image. Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. · Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. · Builds internal/external partnerships that enhance district services and student learning. · Serves as an information resource. Keeps stakeholders informed about emerging issues. · Serves as a liaison to chartered non-public schools. · Assists with the on-going implementation of child information management system procedures used in the identification, evaluation, IEP development, placement, and periodic review of students who may need special education or related services. Facilitates student transition processes. · Directs program development. Coordinates student placements. Evaluates service outcomes. · Serves on local professional growth committees as directed. · Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements. · Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.). · Coordinates the provision of home instruction services. · Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.). · Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level. · Recommends procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested. · Provides assistance to staff to ensure the continuity of evaluation data, IEP, and daily lesson plans. · Communicates information regarding federal/state mandates and other topics essential for the delivery of special education services. Provides insights about student skill progression and key contributions made by staff at each level. · Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance. · Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.	

- Helps team members develop behavioral support plans and conducting functional behavior assessments or manifestation determinations.
- Organizes and prioritizes student referrals. Consults with staff, parents, and students to insure the provision of an appropriate educational program. Participates in conferences and planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Assists with the development of evaluation and accountability procedures, curriculum, staff development, and the implementation/modification of instructional or classroom management strategies.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Collaborates with community organizations. Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Serves on building and district-level committees as assigned.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises assigned staff under the direction of the director of special education. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08