

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Supervisor, Special Education
Category:	Administration; Certified; Bargaining Unit ineligible; FLSA exempt.
Contract:	Contract length and days will be determined by the Governing Board; other terms and conditions of employment as per Board Policy and O.R.C.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Master's degree in Special Education
Reports to:	Director, Pupil Services and Early Childhood
Supervises:	Teachers, Tutors, Aides, others as assigned.
Job Goal:	In summary, this position is responsible for working with school districts to provide students with disabilities with appropriate special education services.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• License or eligibility for educational administrator license.• Three years of teaching experience in special education.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Exceptional organizational and communications skills.• Ability to promote positive internal and external customer relations.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Assists local schools personnel with identifying and providing students with disabilities appropriate special education services and supports.
2. Assists intervention specialists with classroom instruction and management.
3. Keeps abreast of new developments in special education, disseminates information to intervention specialists, local administrators, and central office staff.
4. Observe intervention specialists to assist with providing the most appropriate instructional techniques and materials for each child.
5. Observe students with disabilities to facilitate appropriate recommendations for placement, programming, and intervention.
6. Participates in conferences with school personnel, parents, and/or agencies to determine the appropriateness of special education placement and delivery of services.
7. Provides coordination of multi-district cooperative special education programming for students with disabilities.
8. Maintains and communicates student data to EMIS coordinator, district personnel, and Pupil Services Director.
9. Develops and maintains credit worksheets for students and proofs report cards before distribution.
10. Supervises instructional staff assigned; including recruiting, interviewing potential candidates, conducting performance reviews and evaluations, and determining instructional assignments.

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11. Recruits, interviews, assigns, monitors, and evaluates classroom aides in coordination with the program instructor.
12. Acts as a consultant to local districts to facilitate the operation of programs in accordance with State and Federal guidelines and may assist with the development of written documents.
13. Acts as a consultant to local personnel in observing due process and procedural safeguards for students with disabilities.
14. Provides consultation and assistance to intervention specialists and teachers to assure continuity between the evaluation data, the individualized education program, daily lesson plans, and progress reports.
15. Assists intervention specialists with the identification of appropriate available resources and services which will aid in the improvement of instructional programs.
16. Serves as a consultant to local districts regarding materials and equipment selection.
17. Plans organizes and conducts professional development for intervention specialists, classroom teachers, administrators, related services personnel, classroom aides, other classified staff, and parents.
18. Conducts Ohio Teacher Evaluation System (OTES 2.0) evaluations per CBA and ORC 3319.111; 3319.112.
19. Posts positions, interviews and assigns candidates for special education positions in multi-district cooperative classrooms.
20. Monitors department purchasing and makes recommendations for purchase to the Director of Pupil Services.
21. Maintains log of time spent performing the duties of this position.
22. Reviews regularly the Student Data Entry (SDE) system for completeness and accuracy used in Excess Cost calculations.
23. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

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WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____