



Position Description

SECTION I: GENERAL INFORMATION

Position Title: Special Education Supervisor	Department: Special Education
Reports to: Director of Special Education	FLSA Status: Exempt
Classification: Administrative	Bargaining/ Work Unit: Management Team
Position Last Updated: October 2026	Next Position Description Update:

SECTION II: JOB SUMMARY

The Special Education Supervisor plans, organizes and manages the programming and services provided at SEC for students in our Transition Program and at the Central Education Center for ECSE programming. The special education supervisor also provides leadership and support for operational planning, department programming, implementation and evaluation of special education systems and processes throughout Richfield Public Schools. The position requires effective collaboration with building and District administration, and 287 leadership. The position includes supervising and supporting licensed and unlicensed staff members.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility: Program supervision and management

Tasks involved in fulfilling above duty/ responsibility:

- Leadership and supervision of special education programs, including service delivery, curriculum and instruction, and special education due process.
- Oversight of 287 student placements.
- Management of SEC staffing.
- Evaluation of probationary and on-cycle SEC and ECSE licensed staff, paraprofessionals and itinerant staff as assigned.
- Day-to-day oversight and operations of Transition programs at SEC and ECSE at Central as assigned.
- Facilitation of transition process for students moving from HS to Transition, and students transitioning into and returning from 287 programs.

Statement of Duty/ Responsibility: Provides curricular supervision and instructional leadership in special education

Tasks involved in fulfilling above duty/ responsibility:

- Provides leadership to implement and sustain best practice curriculum and instruction for students with disabilities in all curricular areas.
- Provides support and professional development in curriculum, instruction and special education service delivery models.
- Provides critical coaching and leadership to staff that helps ensure educational equity and effective intervention, including collaboration with school staff and administration.
- Partners closely with District leaders to align curriculum, instruction and programming across departments with District priorities.

Statement of Duty/ Responsibility: Communication and collaboration

Tasks involved in fulfilling above duty/ responsibility:

- Collaborates with principals, directors, and special education leads to ensure special education programming and due process requirements are implemented in compliance with state and federal regulations.
- Collaborates with building principals and District leaders to recruit, interview and select new staff.
- Facilitates problem solving and conflict resolution with students, families, staff, and building leadership to resolve disputes and ensure students receive FAPE.
- Mediates and resolves conflicts related to special education, and if necessary, coordinates and facilitates District participation in formal dispute resolution.

Statement of Duty/ Responsibility: Special Education systems leadership

Tasks involved in fulfilling above duty/ responsibility:

- Provides leadership in the development, coordination, implementation and evaluation of programs for students with disabilities in compliance with state and federal regulations in areas assigned.
- Engages in operational planning, department programming, implementation and evaluation of special education systems and processes.
- Provides due process professional development, oversight, and compliance monitoring.
- Coordinates and supervises ESY program.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Thorough understanding of state and federal special education laws and rules.
- Knowledge of best practices in special education.
- Knowledge of and ability to work with families of children with disabilities.

Skills:

- Skilled in problem analysis, data collection and problem solving.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Proficient in creating and maintaining budgets.

Abilities:

- Ability to make decisions and act within the district and program policies, procedures and guidelines.
- Ability to meet the needs of diverse learners, deal with classroom management, and paperwork.
- Ability to work as a team member.
- Ability to make formal presentations and effectively present information and respond to questions from administrators, teachers, other district employees, students, and the general public.
- Ability to organize, direct and administer programs and personnel.
- Demonstrated competence in dealing with complex problems of an administrative nature, particularly dealing with the implementation and ongoing evaluation of Federal, State and local mandates.

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- Bachelor's degree in education or related field.
- Minnesota Director of Special Education License or must commit to enroll in a Special Education Director's licensure program.

SECTION VI: EXPERIENCE REQUIREMENTS

- Minimum of 5 years of experience as a licensed professional working in the field of special education or a related field.
- Education administration or teacher on special assignment experience preferred.

SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**Physical Requirements:**

- Ability to be able to sit, speak, hear and use hands for extended periods.
- Mobility within the office setting.
- Specific vision abilities required include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Occasional lifting and movement of office materials typically up to 50 pounds.

Work Environment:

- The noise level in the work environment is usually moderate.
- The employee must work with the public, staff and supervisors.
- The employee will routinely work in a temperature controlled, indoor environment.

Working Conditions and Professional Expectations:

- Maintain regular and reliable attendance in accordance with District expectations and applicable policies.
- Provide appropriate notice of absences and follow established leave procedures.
- Demonstrate a positive, cooperative, and professional attitude in interactions with students, staff, and the public.
- Work collaboratively as part of a team in support of department and district goals.
- Establish and maintain effective working relationships with staff, supervisors, and community members.
- Adhere to District policies, procedures, and applicable state and federal regulations.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Promotes positive communication with families and the community, supports outreach efforts, and ensures all programs focus on Richfield Public Schools Equity Policy.