

## **SPEED JOB DESCRIPTION**

### **Job Title**

Program Supervisor

### **Supervisor**

Program Principal and Superintendent

### **Job Title**

Administration

### **Salary Range**

Commensurate with experience

### **Qualifications**

- Must possess a Professional Educator Licensure with an Endorsement in General Administration and LBS1 or related special education certification or endorsements (SLP, CSN, SW, DHH, BVI)
- Ability to develop and work with curriculum components and instructional delivery models that are research based and are considered best practice for students who may present a variety of disabilities.
- Commitment to quality educational services for children with disabilities and their families.
- Working knowledge of the relationship among cognitive, behavioral, social/emotional, communicative, and academic development.
- Understanding of the needs of special education and related best practices.
- Completion of the Growth through Learning Teacher Performance Evaluator Training Program.

### **Essential Duties**

1. Adheres to and enforces board policy, school guidelines, administrative directives and district standards.
2. Enforces guidelines to maintain proper discipline and conduct.
3. Maintains an effective and safe school environment.
4. Assists in curriculum development to meet the needs of all students.
5. Assists in the selection and mentoring of staff.
6. Supervises and evaluates certified and paraprofessionals as needed.
7. Supervises support services as assigned.
8. Works as a team member to meet the system-wide needs of the district.
9. Works with and assists staff in the development of effective classroom discipline and organization.
10. Collaborate with staff on performance objectives.
11. Chairs meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
12. Facilitates communication between staff, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
13. Performs other related duties as assigned.
14. Supervises staff for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of school curriculum.
15. Assist with developing, administering, monitor, and coordinating assigned budget and initiating requisitions.

### **Job Responsibilities**

- Assists in the planning activities of school.
- Demonstrates flexibility in program planning.
- Consults with teachers and social workers in a treatment team format regarding the provision of education and/or therapeutic services to students.
- Makes recommendations to the Program Principal about appropriateness of placement.
- Organizes and maintains complete and correct records.
- Participates in Individualized Educational Program meetings, annual Reviews, and Multi-disciplinary conferences.
- Assists in the facilitation of professional growth activities among the staff.

### **Skills/Competencies**

- Ability to read, analyze and interpret documents and spreadsheets in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form

- Ability to learn and use a variety of computer programs including online subscription services and databases effectively to evaluate and manage information.
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 242 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date