



STONINGTON PUBLIC SCHOOLS
Job Description

GENERAL INFORMATION

<i>JOB TITLE:</i>	Supervisor of Special Services
<i>DEPARTMENT:</i>	Special Services
<i>TERMS OF SERVICE:</i>	10 months - 207 days
<i>FLSA STATUS:</i>	Exempt
<i>REPORTS TO:</i>	Director of Special Services
<i>SUPERVISORY RESPONSIBILITIES:</i>	<p>This position supervises and evaluates select special education and related services staff to promote best practices in special education teaching and learning for middle school and high school. Evaluations include review of practice and informal observations for special education and related services staff, and paraeducator evaluations.</p>
<i>WORK ENVIRONMENT:</i>	<p>While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as the gymnasium, lunchroom, buses, and traffic coordination both before and after school.</p> <p>Most work is performed in a classroom, requires the ability to sit, stand, and walk for extended periods of time, and may involve lifting and setting up instructional material and equipment.</p>
<i>EVALUATED BY:</i>	Director of Special Services
<i>JOB DESCRIPTION REVISION DATE:</i>	10.30.2025 (review and formatting only)

QUALIFICATIONS

- CT Certification 092
- Special Education or Related Services Area Cert
- Minimum of two years of experience as an administrator designee at PPT meetings
- Background in special education teaching or related services at the middle school and/or high school level
- Extensive knowledge of the provision of transition services in the IEP
- Knowledge and understanding of the relationship between the LEA and the approved private special education provider
- Leadership experiences that lend themselves to leading teacher teams
- Experience with Connecticut's current teacher evaluation system
- Outstanding communication and organizational skills

WORK CALENDAR

- This position follows the collective bargaining agreement of the Stonington School Administrators and Supervisors Association.
- 207 work days
 - 180 Student Days
 - 7 Professional Learning Days
 - 15 ESY Days
 - 5 Additional Summer Work Days

OVERVIEW

The Supervisor of Special Services assists the Director of Special Services with the provision of special education and related services to special education students, with a primary focus on grades 6 through age 22. Additionally, the Supervisor of Special Services will supervise and evaluate select special education and related services staff to promote best practices in special education teaching and learning.

PRIMARY RESPONSIBILITIES

Given the nature of the position, it is not possible to list every job task and responsibility. The list below is intended to describe various types of work that may be performed, but it is not meant to be all-inclusive.

In coordination with the Director of Special Services, the Supervisor of Special Services will:

- Implement existing and new state/federal statutes and regulations pertaining to IDEA for special education and related services
- Support and design the implementation of special education services, focusing on evidence-based practices and promotion of time with non-disabled peers
- Manage, in collaboration with building administrators for grades 6-12, the assignment of special education teachers and paraeducators in order to effectively and efficiently support programming and services
- Supervise and evaluate special services staff and related services providers, as assigned by the Director of Special Services
- Attend planning and placement team meetings, and provide case management for IEP students who are placed out of district in private special education programs as assigned by the Director of Special Services
- Coordinate the transition for any special education student returning from private special education programs
- Monitor the provision of transition services for students ages 14-22, including leading teacher teams to develop appropriate goals and objectives in the area of post-secondary training, employment, and life skills, including the Annex Life Skills Program
- Provide professional development and training for special services staff in a wide variety of areas, but not limited to curriculum implementation, evaluation methods, the new CT-SEDS system, and drafting quality IEPs
- Provide coaching, design professional development and training for paraprofessional staff, district-wide
- Facilitate all aspects of planning the district's special education extended school year program, including the hiring of staff, securing facility usage, and registering students
- Serve as the on-site administrator for the school district's special education extended school year program
- Assist building-level teams with the implementation of programming for students with complex or high levels of need in order to support students remaining in-district
- Possess knowledge of District policies and regulations.
- Perform other duties as assigned by the Director of Special Services.