



POSITION DESCRIPTION

JOB TITLE: Supervisor, Exceptional Education Management Systems Job Class: 1828		
DATE	DEPARTMENT OR SCHOOL	DIVISION Special Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provide for appropriate identification and placement procedures for children identified as having exceptional education needs; insure service follow up of students; assist in structuring and implementing appropriate in service experiences for staff; provide guidance, support and direction to school staff and administrators.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Supervise assigned diagnostic program support teachers and other staff as needed.
2. Assist in developing and implementing appropriate educational assessments.
3. Recommend services insuring that each child receives due process, meets program eligibility criteria and receives appropriate educational services or is dismissed when such services are no longer appropriate.
4. Assist in developing adequate follow up procedures and implement these procedures to maintain ongoing evaluations of individual students to insure appropriateness of the educational program.
5. Work collaboratively with principals and other school administrators regarding exceptional education services, providing expertise, guidance and taking action to resolve educational problems of students with disabilities.
6. Assist regional administrators in performing special assignments such as preparing formal reports. Preparing site proposals, analyzing and implementing an array of programs for children with different degrees of severity of disabilities.
7. Assist in developing individual teachers abilities and offering assistance in helping them become more effective in such tasks as report writing, adequacy of programming, writing IEP's, annual reports, methods used to obtain objectives of individual IEP's, record keeping and effectiveness of staff relationship with parents and school personnel.

8. Assist in planning and/or presented in service education programs.
9. Distribute written communications to teachers involving various aspects of the program.
10. Arrange and conduct meetings with teachers to explain and resolve needs and concerns related to delivery of individualized educational services.
11. Monitor and transmit appropriate compliance and other records with the regional administrator.
12. Submit, through the regional administrator, information that enables program budget development, allocation of personnel on a city wide basis, evaluation of programs and coordination of services with other programs and departments.
13. Implement appropriate procedures for placement.
14. Implement appropriate IEP procedures to be utilized by exceptional education IEP committees.
15. Inform parents of right to appeal program placement decisions and/or IEP.
16. Serve as resource to staff for career and vocational programming and IEP development for EEN students.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Diagnostic/Program Support Teachers, Itinerant Teachers, Paraprofessionals, Handicapped Children's Assistants and Exceptional Education Teachers as needed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's degree required. Certification as an Exceptional Education Administrator (license 81) or Director of Exceptional Education and Pupil Personnel Services (license 80) preferred.

Individuals who hold a master's degree but do not currently meet this requirement will be considered if it is agreed that they will aggressively pursue the required licensure within two years of appointment.

Experience Requirements

Minimum of three years successful teaching or equivalent experience in the area of learning disabilities, cognitive disabilities, emotional disturbance, early childhood, speech pathology, school psychology or social work. Demonstrated leadership and management experience.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse

individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.