



POSITION DESCRIPTION

JOB TITLE: Special Education Program Supervisor Job Class: 1877		
DATE 02/06 Updated 03/2010	DEPARTMENT OR SCHOOL Special Services	DIVISION
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.) Works collaboratively with district staff to support compliance with the Individuals with Disabilities Education Act (IDEA). Supervises trainers for the SSIMS Project Team, coordinates trainings and help sessions for SSIMS/Encore district users and assists in implementing district compliance management documentation.</p>		

Major Duties & Responsibilities: 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. Works collaboratively with Special Services Administrators (SSA), Special Services Supervisors and other school support staff regarding special education compliance and monitoring requirements, including organizing training sessions and support for procedural Individual Education Plan (IEP) activities.
2. Plans and presents monthly meetings addressing special education compliance and special services district procedures.
3. Arranges trainings, help sessions and site visits in order to provide support to the SSIMS/Encore users.
4. Interprets the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504, Americans with Disabilities Act (ADA) and other applicable state rules and regulations. Incorporates Milwaukee Public Schools and Special Services policies and procedures with the laws. Serves as a resource for district employees on questions.
5. Assists the SSIMS help desk with questions that require procedural clarification.
6. Grants access to trained users in Special Services software; Encore, Encounter Tracker and Crystal Reports. Submits lists of additional licensed providers to the Database Administrator.
7. Oversees data quality projects assigned by the Office of Compliance and Monitoring.

8. Plans and presents in-service opportunities in areas critical to special education.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

Requires general supervision. Plans and arranges own work, utilizing supervisor for advice.

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.

Provides functional supervision of staff involved in special education activities at assigned schools.

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.)

A Master's degree in Special Education and three years of successful teaching experience as a fully-licensed special education teacher are required. Must attain required licenses within two years of appointment. Must maintain educational requirements for license renewal.

Experience Requirements

Three years of successful teaching experience is required. Previous experience in a large, urban district is preferred.

Knowledge, Skills, and Abilities

Position requires strong oral and written communications skills and good presentation and interpersonal skills in order to deal effectively with diverse populations. Mediation, collaboration and leadership skills are critical. Must be able to analyze and solve problems. Computer proficiency is required; the ability to manipulate data and produce reports. A demonstrated expertise in the compliance to and legal mandates of IDEA, Section 504, ADA and other federal, state and local laws and district policies are required. The ability to work with a variety of groups is required. The ability to manage multiple projects with varying deadlines is required. MS Office experience to include word processing and spreadsheet applications is required. Initiative and the ability to be proactive in an ever-changing environment is necessary.

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

Typical office environment with frequent travel to other locations. Occasionally working with no assigned space.

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.

Associated with an office environment, light lifting, 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.