



POSITION DESCRIPTION

JOB TITLE: Special Education Leadership Liaison Job Class: 1104	
DATE	Office of the Chief Academic Officer Department of Specialized Services
BARGAINING UNIT: ASC	FLSA STATUS: <input 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 as part of the Regional Core team to provide district level leadership, accountability, training, guidance and support for the provision of high quality special education services and supports to students with disabilities. Ensures high quality services are delivered in the least restrictive environment, according to the Individualized Education Plan (IEP). Provides leadership in ensuring that all students with disabilities have access to a high quality curriculum aligned to the state standards. Implements the Continuous Improvement Focused Monitoring (CIFM) plan to ensure compliance with all the requirements of the Individuals with Disabilities Education Act (IDEA).</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. Works collaboratively with district-level administrators, principals and other administrative staff to develop and implement special education program service delivery models in the least restrictive environment (LRE) providing expertise, guidance and assistance to the administration to ensure IEP members make appropriate curricular decisions.
2. Works with principals and other administrators regarding special education services and working to resolve educational problems and parental concerns in a timely manner.
3. Provides direct oversight and continuous improvement focused monitoring (CIFM) for compliance to IDEA 2004 and other Federal and State laws. Provides administrative accountability schools for procedural compliance and timelines.
4. Ensures the delivery of appropriate IEP services for all students with disabilities and provides oversight for the IEP's as written..
5. Provides direct supervision, oversight and evaluation of the Special Education Supervisors.
6. Provides technical assistance to school leaders, administrators, parents and other school staff to resolve issues, concerns and questions regarding the delivery of special education services.

7. Plans, develops, coordinates and evaluates staff development at the district-wide and department level to ensure compliance with state and federal guidelines and Board policy. Provides on-going training in best practices and coordinates parent trainings.
8. Reviews and provides support and feedback to the schools for the development of School Improvement Plans.
9. Represents the Department of Specialized Services on district level planning and project committees and meetings and participates in statewide committees, meetings and trainings.
10. Participates in the hiring of Special Education Supervisors and other administrative positions within the Department of Special Services.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

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

Direction only, received from the Director, Division of Special Services.

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.

Total supervision for all Special Education Supervisors that report in to position; some shared responsibility for other staff as necessary.

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.)

Position requires a Master's degree in education and certification as an Exceptional Education Administrator (#81) or Director of Special Education and Pupil Personnel Services (#80) or the willingness to pursue educational requirements within two years of appointment.

Experience Requirements

Position requires a minimum of three years of successful teaching experience as a fully-licensed special education teacher and experience in an administrative role for a school system.

Knowledge, Skills, and Abilities

Excellent written and verbal communications skills and presentation skills are required. A demonstrated expertise in the legal mandates of IDEA, Section 504 of the ADA and other applicable federal, state and local laws. The ability to lead, collaborate with other administrators and to problem solve are required. Incumbent must be able to work with a diverse community of individuals. Must be able to track many projects with differing, established deadlines. Organizational skills are a must. Must be able to budget for section needs. Incumbent should be able to manage staff and provide feedback on performance, discipline as necessary. Competency in MS Office software 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, regular travel to alternate locations.

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.