



POSITION DESCRIPTION

JOB TITLE: Supervisor, SSIMS Job Class: 1828		
DATE	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.) Provides district-wide direction and supervision of activities and functions related to federal, state and district compliance monitoring, quality assurance, accountability, training, information technology support and services for students with disabilities.</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. Assists the Coordinator of the Office of Compliance and Management with district-wide special services compliance and monitoring.
2. Supervises the development and implementation of the district's special services applications i.e. Encore, Crystal, etc.
3. Provides immediate supervision for the SSIMS Helpdesk staff, which is the first level of support for special services information.
4. Supervises and monitors district-wide data management activities to include development and implementation of district reports, data entry and maintenance of data quality.
5. Coordinates and facilitates training to district staff with other Administrators on special services procedures and compliance, Monitors compliance in regard to state and federal laws.
6. Responsible for the-district-wide special education transportation, with the collaboration of the Department of Transportation.
7. Provides procedural and compliance guidance and leadership to Special Education Supervisors, school support staff, administrators and teachers regarding requirements for the Individuals with Disabilities in Education Act (IDEA) and other state, federal and district regulations.

8. Serves as the liaison with the Departments of Student Services and Technology and other departments as needed in regards to data management as well as other district procedural issues related to special services.
9. Supervises the design, criteria, analysis and publishing of district special services reports.
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 all levels of supervision for 6. Provides guidance to diagnostic teachers, secretaries, a database administrator, and senior programmer analyst. Provides leadership as necessary for others outside of the department.

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 license in the Director of Special Education and Pupil Services within two years of appointment.**

Experience Requirements

Three years of 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. Must be able to analyze and solve problems. Computer proficiency is required; the ability to manipulate data and produce reports. A high level of knowledge and expertise in the legal mandates of IDEA and other federal, state and local laws and district policies are required. The ability to provide leadership to a variety of groups, including special services supervisors is required. The ability to manage multiple projects with varying deadlines is required. The incumbent should have the ability to organize and facilitate the training of staff and develop performance management goals and plans.

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, occasional driving to other 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.

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.