



POSITION DESCRIPTION

JOB TITLE: Supervisor, Special Education Job Class: 1697	
DATE	Office of the Chief Academic Officer Department of Specialized 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.) Supervises diagnostic and program support teachers; itinerant teachers, paraprofessionals and special education teachers (co-evaluator). Provides direct guidance and support to ensure the delivery of appropriate services and supports aligned with state standards. Ensures appropriate service delivery to students with disabilities and assists in structuring and implementing appropriate in-service and training experiences for staff. Provides guidance, support and direction to school staff, administrators and parents. Assists administrators with district compliance management implementation and documentation.</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. Interprets the requirements of Individual's with Disabilities Education Act (IDEA), 504, ADA and other state rules and regulations.
2. Supervises, supports and co-evaluates assigned diagnostic program support teachers, classroom teachers, other IEP team members and other support staff as necessary.
3. Provides oversight, guidance and training to the Individual Education Plan (IEP) team to ensure compliance to state and federal requirements for all IEP evaluations and programming activities.
4. Assists and supports the development and implementation of the special education service delivery plan and ensures it ties to the school's improvement plan.
5. Works collaboratively with principals, other school administrators and classroom teachers to develop and implement special education program service delivery models in the least restrictive environment (LRE).
6. Provides expertise and guidance and assists administrators and IEP team members in making curricular decisions. Provides oversight for the implementation of IEP's as written.

7. Works collaboratively with principals and other school administrators on special education services and assists administration in taking action to resolve educational problems and parental concerns regarding students with disabilities.
8. Assists in developing teacher abilities to become more effective in the development of appropriate IEPs. Develops skills to address the individual needs of students within the appropriate curriculum and LRE.
9. Offers assistance and gives specific guidance relative to record-keeping activities for special education compliance. Assists the administration with all compliance documentation.
10. Assists in planning and/or presenting in-service opportunities in areas critical to special education.
11. Arranges and conducts meetings and works with teachers to address the needs and concerns related to the delivery of individualized education services within the school.
12. Ensures the implementation of appropriate procedures for placement for all students with disabilities. Works with principals and school staffs regarding special education services.
13. Provides monitoring and support to ensure the implementation of appropriate IEP procedures to be utilized by special education IEP committees.
14. Works with building administration to ensure the representation of a Local Educational Agency (LEA) on all IEP teams. Provides appropriate information and support to parents, to include due process rights.
15. Works with the building administration and district representatives to ensure compliance with all special education requirements.
16. Actively supports the MPS Strategic Plan.
17. 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 and three years of successful teaching experience as a fully-licensed special education teacher (LD, OI, CD, EBD, EE:ECN, speech, psychology, social work) are required. Wisconsin license as an Exceptional Education Administrator (#81) or a Director of Special Education and Pupil Personnel Services (#80) are required or must be obtained within two years of appointment. Must maintain educational requirements for license renewal.

Experience Requirements

Three years of successful, fully-licensed 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.

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.

Those 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.