

Somerset County Public Schools

Job Description

Job Title: Supervisor of Special Education
Department: Special Education/Instruction
Reports To: Assistant Superintendent
FLSA Status: Exempt
Prepared By: Betsy Reich/Beth Whitelock
Prepared Date: 10/15/2009
Approved By: **Board of Education**
Approved Date: **12/15/2009**

I. Summary

Ensures that an inclusive Special Education Program is provided for all students with disabilities, birth through age 21, residing in Somerset County whose disabling conditions adversely affect their educational performance. Monitors and ensures these students receive special education and related services in compliance with all federal and state regulations governing the educational programming of students with disabilities and to ensure a free appropriate public education in the least restrictive environment by performing the following duties:

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Assistant Superintendent or Superintendent. Primary duties include the following:

- Provides visionary leadership in the management and development of the Special Education Program and 504 Plan.
- Supervise all Special Education and 504 Plan instructional programs and related services including but not limited to:
Infants and Toddlers Program; Child Find Program; Least Restrictive Environment; Transitioning; Individual Education Plan; ALT-MSA; Extended School Year Programs; Partners for Success; Medical Assistance; Non-Public Students; Home and Hospital; On-Line State IEP; Inactive Confidential Clients; Parent Surrogates; Incarcerated Program; Transportation; State-Wide Assessments
- Evaluate and observe special education/504 Plan staff and related service personnel.
- Assist in the recruitment of special education/504 Plan staff.
- Prepare and administer the local special education and 504 Plan budget(s).
- Attend Maryland State Department of Education Meetings, regional special education meetings, local administrative meetings and 504 Plan meetings to share relative information with staff.
- Attend IEP/504 Plan meetings upon request and meet regularly with special education staff.
- Develop and implement special education staff and 504 Plan in-services.
- Prepares for various MSDE and other required monitoring and audits.
- Prepares and submits various MSDE reports.

- Works with service providers, educators, and administrators in ensuring that the student's educational services delivered are done in accordance with the provisions outlined on the Individualized Education program/504 Plans.

III. Qualifications

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Bachelor's degree (B.A.) from a four year college or university majoring in a field of Education. A Master's Degree is preferred. Prior work experience as a Special Education Teacher and staff supervisory experience is preferred.

B. Certificates, Licenses, Registrations

Valid State Teaching Certificate. Certification in Special Education with at least and Administrator I endorsement.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of educators, administrators, students, parents, and Board members and State/Federal officials.

D. Mathematical Skills

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

G. Other Skills and Abilities

Ability to collaborate and supervise effectively with educators of diverse background.

H. Other Qualifications

Must be able to travel to out-of-town business and professional organizational meetings. Follows system policies and procedures; completes administrative tasks correctly and on time. Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Prioritizes and plans work

activities; Sets goals and objectives; and organizes or schedules other staff and their tasks as required.

IV. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must use equipment and materials properly and in a safe manner.

While performing the duties of this job, the employee is regularly required to talk or hear. The Employee is frequently required to sit and use hands to finger, handle, and feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.