

Job Description

Job Title: Supervisor I, Special Education

Supervisor: Executive Director, Youth Development & Advancement

Position Code: 1E57, AE57 or RE57

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for coaching, supporting and guiding teachers in authentic development and implementation of best practices. Position is responsible for conducting professional development, performing classroom visitations, providing instructional feedback and demonstrating instructional techniques. Position is responsible for developing and modifying curriculum for diverse learners. Responsibilities include planning, developing, implementing, and monitoring the division's special education program for speech and language impairments. Position chairs eligibility/IEP meetings; interprets state and federal regulations; supervises staff; and prepares/monitors the program budget.

Essential Duties

1. Assists in curriculum development, implementation, and revision.
2. Assists teachers in the improvement of instructional performance.
3. Collaborates with curriculum and development staff
4. Analyzes assessment data to determine benchmarks, identify areas of improvement, establish goals, and monitor improvement.
5. Develops and conducts professional development for teachers and instructional assistants regarding instructional strategies and best practices.
6. Performs on-going classroom visitations, coaches' teachers in the improvement of instructional performance, and monitors improvement.
7. Demonstrates lessons in the classroom for teachers.
8. Coordinates division wide activities and events that promote academic and behavioral gains for special education students.
9. Coordinates meetings with specialists, lead teachers, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
10. Supervises and administers division wide special education programs for the assigned program.
11. Chairs eligibility and IEP meetings as assigned by the Executive Director.
12. Interprets state and federal regulations governing special educations and ensures compliance in assigned special education functional areas.
13. Supervises and evaluates the work of special education departmental personnel in assigned areas of responsibility.
14. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
15. Serves as the central office contact and liaison with parents and the community regarding assigned special education instructional programs.
16. Prepares and monitors the program's budget.
17. Develops appropriate advocacy positions/statements for special education programs and the needs of special education students.
18. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Executive Director, Youth Development & Advancement or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree (preferably in Curriculum & Instruction) and be eligible for a Virginia License in administration and supervision. Must possess considerable educational experience that includes experience with special education populations preferred some experience in Speech Language Pathology. Some experience as a lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues of instructional programs for special education. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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.

Supervision Exercised: None

Supervision Received: Executive Director, Youth Development & Advancement

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor II will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Youth Development & Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date