

## Job Description

**Job Title:** Supervisor of Student Advancement

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Executive Director Student Advancement

**Pay Grade:** 46

**Contract Length:** 245 Days

### Job Summary

This administrative and supervisory work involves organizing and supervising the identification of needs for all disabled students in accordance with federal, state, and local laws, regulations and guidelines in collaboration with the Executive Director. Assisting with the planning, administering, and directing the division's special education programs. Work is reviewed in terms of quality and timely performance of program objectives in accordance with applicable laws, regulations and procedures.

### Essential Duties

1. Plans, organizes, supervises, and evaluates the work of psychologists and school social workers engaged in identifying and monitoring all disabled students; recruits, interviews and recommends selection of diagnostic staff; assigns staff to school child study teams; trains staff designated to direct eligibility committees.
2. Conducts child find responsibilities in accordance with 8VAC20-81-50
3. Assists the human resources department and Executive Director with interviewing and recommending qualified candidates for special education positions.
4. Represents the school division in some educational projects and initiatives at the local, regional, state, and national levels.
5. Serves on The Children's Services Act community policy and management team and facilitates interagency collaboration.
6. Assists the Executive Director of Student Advancement in the development and administration of the division's annual plan for special education.
7. Assists the Executive Director in the preparation and administration of the special education budget, grant applications and the soliciting of funds to provide financial support for programs.
8. Monitors compliance with state and federal regulations and is responsible for maintenance and reporting on the state compliance and performance indicators and any related corrective actions.
9. The employee works collaboratively with the office of Youth Development to identify and develop best practice measures focusing on equity indicators; disproportionate discipline practices.
10. Communicates with the transportation department to arrange for transportation of special education students.
11. Develops and coordinates the divisions Extended School Year program for special education students.
12. Serves as the division liaison to VDOE office of Dispute Resolution.
13. Consults with principals regarding special education legal and regulatory issues, staffing, instruction, discipline, compliance and parents' concerns.
14. The employee develops program plans in consultation with the Executive Director and implements plans independently utilizing resources within budgetary constraints.
15. Develops agendas, chairs and presents information to department staff at regular monthly meetings.
16. Interprets and enforces federal and state laws and local policies/procedures regarding services to disabled students.
17. Develops, reviews and recommends revision of school policies and procedures related to eligibility determination and delivery of services to handicapped students; develops and implements eligibility criteria for all disabling conditions; establishes procedures for eligibility meetings.
18. Coordinates activities with the school board attorney following requests for due process hearings.
19. Coordinates and administers Medicaid reimbursement activities.

20. Develops and recommends long-and short-term program goals; conducts ongoing needs assessment to determine future programming needs.
21. Initiates, designs, plans, implements, and revises new and existing programs for diagnostic and evaluation services for all students.
22. Co-develops, coordinates, and implements staff development programs.
23. Keeps abreast of progress, new developments, and legal happenings in the field of special education.
24. Directs the maintenance of student records in accordance with established regulations.
25. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Executive Director Student Advancement or other appropriate administrators.

### **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)**

Master's degree. Experience in the field of Special Education. Considerable knowledge of the principles and practices of identification and diagnosis of disabling conditions. Considerable knowledge of the laws, regulations affecting identification and education of disabled students. Considerable knowledge of methods and alternatives for delivering services to disabled students. Knowledge of the organization and operations of a public school system. Ability to direct work of subordinates. Ability to initiate, design, and develop new programs and procedures. Ability to communicate effectively with parents and staff in order to mediate disputes and explain school system policies and programs.

### **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 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. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director, Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Student Advancement will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Student 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 08/2025