

Job Description

Job Title: Supervisor of Student Supports Eligibility and Regulations

Supervisor: Executive Director of Student Advancement

Position Code:

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for organizing and supervising the identification of needs for all disabled students in accordance with federal, state, and local laws, regulations and guidelines. Work is reviewed in terms of quality and timely performance of program objectives in accordance with applicable laws, regulations and procedures.

Essential Duties

1. Serve as Central Office Representative in Eligibility, Section 504 and Manifestation Determination Review meetings.
2. The employee develops program plans in consultation with the Executive Director and implements plans independently utilizing resources within budgetary constraints.
3. Serve on the Family Assessment Planning Team (FAPT) as a representative from the school system.
4. Interprets and enforces federal and state laws and local policies/procedures regarding services to disabled students.
5. Coordinate with the testing department regarding accommodations for students with disabilities and alternate testing requirements.
6. Provide professional development to Professional School Counselors, Building Administrators and Teachers on laws, policies and procedures related to Special Education and Section 504.
7. Coordinate services for special education students receiving specially designed instruction in a hospital setting.
8. Develops and recommends long-and short-term program goals; conducts ongoing needs assessment to determine future programming needs.
9. Coordinate and train varying staff members on policies and procedures around Restraint and Seclusion.
10. Develops, coordinates, and implements staff development programs.
11. Keeps abreast of progress, new developments, and legal happenings in the field of special education.
12. Directs the maintenance of student records in accordance with established regulations.
13. Monitor Indicator Data collected as part of the Special Education Performance Report.
14. 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)

Must possess a Master's degree and be eligible for a Virginia License in Administration and Supervision. 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 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: Assigned Staff

Supervision Received: Executive Director of 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 Supports Eligibility and Regulation will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 08/2025