

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	SPECIAL EDUCATION SUPERVISOR	REPORTS TO:	Director of Special Education
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TRAINING QUALIFICATIONS

- Valid certificate/license as special education teacher
- 3 years successful teaching experience
- Knowledge of the laws and regulations pertaining to special education
- Supervisory or administrative certification/license
- M.Ed., M.A. or M.S.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

- To provide instructional services, resources, and direction to those staff members who are directly responsible for evaluation and instruction of students with disabilities

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Parent, teacher and administrative concerns are handled directly by the Supervisor assigned to grade level band
2. Take lead to write Corrective Action Plans from ODE reviews
3. Implement the Corrective Action Plan and submit evidence to ODE of completion and compliance
4. Plan and implement Professional Development for Special Education Staff, coordinating it with the Department of Teaching and Learning as well as Building Administration
5. Take lead with the development and implementation of short and long-term special education goals and objectives, including appropriate staff development
6. Coordinate the transition of services/programming between building levels
7. Conduct evaluations of Special Education Coordinators and other Special Education staff in conjunction with building administrators
8. Meet with Related Service staff and coordinate compliance and programming
9. Supervise and manage the special education programs for students with disabilities throughout the district
10. Coordinate the development and implementation of special education procedures throughout the district
11. Oversee the child identification, multi-factor evaluations, and IEP/LRE processes to ensure compliance with the appropriate laws, rules and policies
12. Coordinate the implementation of laws, rules, regulations and policies related to confidentiality and procedural safeguards as pertaining to special education
13. Serve as a consultant and/or resource person to school personnel, students, parents, and various community members regarding special need students and programs
14. Coordinate the special education scholarship programs and the required reporting of data to the state
15. Coordinate the development and implementation of 504 modification plans throughout the district
16. Participate in the development and implementation of Response to Intervention Teams in the district (or building equivalent)
17. Supervise the planning and providing of appropriate services to meet the needs of students with disabilities
18. Recommend policies and programs essential to the needs of exceptional children and assist with the preparation of school policies that address special education students
19. Assist in recruitment, selection and recommendation for hiring of special education personnel in coordination with special education coordinators and assistant superintendent
20. Conduct on-going needs assessments, assist in the planning and evaluation of current services and plan appropriate services to meet the needs of special education students
21. Make recommendations on design, furnishing and equipment and location of new or relocated special education classrooms
22. Coordinate the ordering of all district special education testing materials and equipment
23. Attend staff, professional, and inter-agency meetings when appropriate
24. Assume responsibility for own professional growth and development, including new legal requirements; for keeping current with the literature, new research findings, and improved techniques and for attending appropriate professional meetings and conventions
25. Attend Board of Education meetings as requested by the superintendent
26. Assist with the development of budget recommendations and provide expenditure control on the established budget for Special Education
27. Assist with monitoring the billing for excess costs for special education students receiving services within this district who have a different district of residence
28. Assist with the management of IDEA-B grant, including the financial aspects in

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POSITION NO. 1.44

- accordance with Federal Law
29. Consult with the Educational Service Center concerning the role, function and job performance of special education personnel assigned to the district by the Educational Service Center
 30. Coordinate the completion of selected state, federal and local applications, grants, inspections and reports pertaining to special education
 31. Complete all other duties as assigned by the superintendent and/or assistant superintendent

TERMS OF EMPLOYMENT	260 contract days
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