

**HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	SPECIAL EDUCATION SUPERVISOR	File 110
Reports to:	Director of Special Needs and Services	
Job Objective:	Facilitates special education program planning, delivery, assessment, and ongoing improvements.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets all mandated health screening requirements.· A record free of criminal violations that would prohibit public school employment.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.· Ability to establish working relationships with co-workers and function as part of a cohesive team.· Commitment to keep current with skills essential to the objectives of the position.· Successful teaching experience. Effective organizational planning and project management skills.· Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of special education students.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Manages special education services. Promotes academic excellence in a nurturing environment.· Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.· Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Helps ensure that district policies/procedures support non-biased assessment/planning activities.· Organizes and prioritizes student referrals. Assists with the collection of information used in the identification, assessment, IEP development, placement, and periodic program service reviews.· Consults with all stakeholders to insure the provision of an appropriate educational program. Monitors student interventions and identifies emerging issues/concerns.· Coordinates manifestation determination and functional behavior assessments meetings. Helps staff implement behavior management plans.· Facilitates transition processes. Provides ongoing communication and support for teachers. Provides assistance to staff to ensure the continuity of evaluation data, IEP, and daily lesson plans.· Helps develop differentiated curriculum strategies, evaluation/accountability procedures, classroom management practices.· Helps manage supplemental service contracts for assigned areas of responsibility.· Helps coordinate home instruction services.· Serves on local professional growth committees as directed.· Helps facilitate staff orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).· Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).· Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.· Facilitates compliance with legal mandates. Ensures that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.· Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.· Serves on building and district-level committees as assigned.	

- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Collaborates with community organizations. Initiates referrals as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date