

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Supervisor of Special Education

QUALIFICATIONS:

The Supervisor of Special Education shall be certified in Special Education; shall possess a Master's Degree from an accredited college or university; shall possess at least five years of successful teaching in some field of special education; and, shall possess at least five years of successful administrative experience in the field of Special Education. A certification as Administrator of Special Education is highly desirable. The Supervisor shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Student/Information Services

PERFORMANCE EVALUATION:

The Supervisor shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the District.

REPRESENTATION STATUS:

Wachusett Administrators Association

JOB RESPONSIBILITIES:

The Supervisor of Special Education is a member of the Pupil Personnel Team. As a member of the Team, he/she shall provide leadership for the District, represent the Director of Student/Information Services as appropriate at meetings and District functions. He/she shall be knowledgeable of changes in trends, laws, rules, and/or regulations in his/her area of expertise and provide reports to the Superintendent or Director of Student/Information Services of his/her activities and as requested. The Supervisor, in conjunction with the

Director of Student/Information Services, shall develop annual job goals that will become part of the criteria used to evaluate the Supervisor.

In carrying out these responsibilities, the Supervisor of Special Education shall:

1. Assist in the administration of all special education services for the District while providing leadership and program management;
2. Advise the Superintendent and Director of Student/Information Services of all matters related to Special Education;
3. Advise the Superintendent and Director of Student/Information Services regarding the possible alternatives in student placements;
4. Supervise and coordinate all out of District student placements;
5. Coordinate the development of the L.E.A. Plan for approval prior to issuance;
6. Prepare reports, for approval prior to submission, as required by local, state, or federal rule, regulation, or law and any other reports as required by the District;
7. Initiate and write Special Education grants for approval prior to submission;
8. Coordinate the development and monitoring special education budget expenditures subject to approval by the Director and Superintendent;
9. Coordinate the design and implementation of in-service and staff development programs for special needs and inclusive staff in coordination with the District staff development program;
10. Represent the District and cooperate with public and private agencies, organizations, and professional personnel in securing and providing services for children with special needs and provide reports of such activities and content of any meeting; and,
11. Conduct other duties and responsibilities as directed by the Director of Student/Information Services, including attending PAC meetings and subcommittee meetings as requested or required.

SUPERVISES:

Assistant Supervisor of Special Education School Psychologist
OT Staff
PT Staff
Adaptive PE Staff
Special Education Office Support Staff

Updated: 02/04/00

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 02/04/97