

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF SPECIAL EDUCATION

POSITION: Supervisor of Special Education

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

**NATURE OF WORK:**

This is a position that provides technical assistance, training, compliance monitoring and program supervision from the central office level to schools, staff and families.

**ESSENTIAL FUNCTIONS:**

- Monitor the implementation of local, state and federal policies regulations governing special education;
- Monitor standardized assessment and eligibility criteria for students with disabilities;
- Support site based intervention to support integrated interventions to access general education curriculum;
- Collect and analyze student and program data and make recommendations regarding needed programmatic revisions;
- Conduct observations and evaluations of special education staff as assigned. Observes and assists with the classroom performance of special education teachers in cooperation with the building principal and/ or supervisory staff;
- Assists special education teachers in the implementation of the instructional objectives for students;
- Provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP development and implementation;
- Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students;
- Propose, implement and evaluates grants and long term projects that include budget, professional development and student achievement milestones and benchmarks;
- Supervise regional programs that support students with complex needs;
- Supervise central office-based and/or itinerant staff as part of support to schools, staff and families; and
- Participate, as appropriate and directed, in State and Regional committees that support students, staff and families.

**DUTIES AND RESPONSIBILITIES:**

- Works with schools in developing a comprehensive compliance review plan;
- Assists sites in developing a plan of action to address any identified compliance issues;
- Participate in community committees as appropriate to represent the special education program and the interests of students with disabilities;
- Train identified staff to implement research based intervention programs and monitor implementation with fidelity to the model;
- Plan and provide staff development opportunities to support current initiatives;
- Assist in the recruiting and hiring of special education teachers, therapists and paraeducators;
- Respond to investigate and communicate with MSDE regarding Corrective Action Plans, State Complaints and Due Process Complaints;
- Prepare, submit, monitor and evaluate local, state and federal grants; and

- Assume other appropriate related duties as may be assigned by the executive director of special education and student services.

**QUALIFICATIONS:**

Applicants must possess a Master's Degree, certification in Special Education and a current endorsement for Administrator I.

Minimum of five years successful teaching experience with special needs populations.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range E.

**BARGAINING UNIT ELIGIBILITY: SMASA**

Revised May 2016