

PERANDOE SPECIAL EDUCATION DISTRICT

Position Title: Special Education Supervisor

Line of Authority: Directly responsible to the Perandoe Executive Director and Perandoe Assistant Director

FLSA Class: Exempt

Qualifications: Special Education Supervisor will hold an Illinois Professional Education License with an endorsement in General Administration and have had related special education experience.

Evaluation: The Special Education Supervisor will be evaluated by the Perandoe Executive Director or Assistant Director at least annually.

Summary: The Special Education Supervisor performs a comprehensive set of administrative services on behalf of the students and staff within their assigned building, as well as consultative and direct support to member districts as requested. The Special Education Supervisor will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally. The Special Education Supervisor will work collaboratively with outside agencies and monitor school programs and service models for areas of improvement.

Areas of Responsibility:

1. Supervision of Staff:
 - a. Supervises the direct services and/or technical supervision of assigned building or program
 - b. Provides supervision of additional Perandoe personnel as assigned.
 - c. Conducts evaluations of staff as assigned
2. Supervision of Students
 - a. Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive
 - b. Oversees discipline procedures are followed in the absence of the PEP school principal
 - c. Mediates conflict between students.
3. Curriculum and Instruction
 - a. Supervises, develops, and implements effective special education curriculum and instructional and behavioral methods.
 - b. Meets regularly with classroom staff to review student progress and determine interventions as appropriate and provide timely feedback
 - c. Assist in the collection and use of data to make decisions in the development of, revision and evaluation of curriculum, assessment, instruction, and all school improvement efforts.
 - d. Works cooperatively with building administrator to promote positive student behavior by assisting with professional development that targets research, strategies and modeling of instructional practices to support teachers in their implementation of positive behavior support in their classrooms
 - e. Ensures that established special education curriculums and programs are being implemented with fidelity
4. Policy and Procedures
 - a. Assist in the implementation of the general school routine and coordinate activities within the school building.
 - b. Assists in developing, revising, and maintaining necessary policies and procedures
5. Special Education Documentation

- a. Instructs and assist staff with creating and implementing effective IEPs, FBAs, and BIPs
 - b. Ensures that special education procedures and paperwork are performed are complete and are legally and procedurally compliant
 - c. Attend IEP meetings as assigned
6. District Consultation and Support
- a. Provides consultation to district that supports that special education procedures and paperwork are performed are complete and comply with local, state, and federal rules and regulations
 - b. Attends IEP meetings when change of placement to or from PEP is considered
 - c. Provide consultation and training as requested
 - d. Serves as a liaison between PEP and member districts
 - e. Collaborate with district staff on transition services

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and Management Council policy and procedures. Essential and marginal job functions are subject to modification.