

## **Gratiot-Isabella RESD Position Description**

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<b>Position Title:</b>	Supervisor, Special Services
<b>Department:</b>	Special Services
<b>Reports To:</b>	Associate Superintendent for Special Services
<b>Date:</b>	Fall 2006

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**SUMMARY:** To use leadership, supervisory and administrative skills to provide sound educational programs for students who require special education services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Develops budget recommendations, provide expenditure control on budgets for Special Ed.
- Evaluates on an ongoing basis, the Special Ed. curriculum, procedures, and individual students' needs and achievements.
- Supervises and coordinates special education classroom programs.
- Responsible for compiling and maintaining all reports, records, etc. legally required and useful. Interprets the objectives and programs of the Spec. Ed. services to the Board, staff and the public.
- Implement procedures for referral evaluation, placement, assignment, and re-appraisal of students with regard to the Special Education services program.
- Consults with parents of students enrolled in the program.
- Provides programs to supplement regular classroom instruction.
- Arranges Special Ed transportation
- Implements procedures for purchasing special education equipment and supplies.
- Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
- Maintains and controls the various local funds generated by student activities.
- Keeps informed of all legal requirements governing Special Education.
- Assists with the inservice and training of teachers.
- Assists in the adaptation of school policies to include special education needs.
- Attends special events held to recognize student achievement, and school sponsored activities. Schedules staff assignments.
- Supervises and coordinates home instruction for special students.
- Establishes and maintains standards of student conduct and enforces discipline as necessary.
- Cooperates with college and university officials regarding teacher training and preparation.

**SUPERVISORY RESPONSIBILITIES:**

Supervise a total of over 40 employees in the Special Education Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises two nonsupervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Master's degree or equivalent. Full approval in at least one area of special education. Three years of successful experience in special education and one year of successful experience as a supervisor.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Teaching Certificate with Special Education endorsement and supervisors approval.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet multiple demands.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet' and at meetings, moderate.

*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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Annual Salary = \$89,959.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$204.00