



## Job Description

**Job Title:** Supervisor of Special Education

**Supervisor:** Executive Director, Student Advancement

**Pay Grade:** 44

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's special education programs for identified elementary schools. Position chairs eligibility/IEP meetings and manifestation determination meetings; interprets state and federal regulations; monitors instructional practices in assigned schools, develops the curriculum; provides staff development; supervises staff; and prepares/monitors the program budget.

### Essential Duties

1. Supervises and administers division wide special education programs for identified secondary schools.
2. Chairs eligibility and IEP meetings as assigned by the Executive Director (Student Advancement).
3. Interprets state and federal regulations governing special education and ensures compliance in assigned special education functional areas.
4. Assists in curriculum development, implementation, and revision.
5. Provides guidance in the selection of textbooks and other instructional materials and equipment for the program.
6. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the program.
7. Serves as a resource and advisor to principals and teachers regarding assigned special education programs. Assists teachers in the improvement of instructional performance.
8. Indirectly supervises school based special education teachers and assists school principals with evaluating them.
9. Supervises and evaluates the work of special education departmental personnel in assigned areas of responsibility.
10. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
11. Assists the Human Resources Department with interviewing and recommending qualified candidates for special education instructional positions.
12. Assists in developing and conducting division wide staff development for special education instructional staff in assigned areas of responsibility. Prepares and monitors the program's budget.
13. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
14. Supervises the ordering, inventory, and distribution of materials and equipment for assigned special education programs.
15. Coordinates division wide activities and events that promote academic and behavioral gains for special education students.
16. Serves as the central office contact and liaison with parents and the community regarding assigned special education instructional programs.
17. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
18. Develops appropriate advocacy positions/statements for special education programs and the needs of special education students.
19. Models nondiscriminatory practices in all activities.

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Executive Director, Youth Development and Advancement or other appropriate administrator.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia License in administration and supervision. Must possess a minimum of 5 years of teaching experience with special education populations. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of special education programs. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**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 moderate.

**Supervision Exercised:** None

**Supervision Received:** Executive Director, Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Student Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date