

Benton-Stearns Education District

Special Education Supervisor

Job Description

Updated May, 2016

Position Description

The Special Education Supervisor is responsible for providing leadership and technical assistance to teachers, principals, and district administration in the member districts to ensure that all students with disabilities are served appropriately. The Supervisor provides data to assist districts with maximizing their state and federal funding. This includes providing staff recruitment, development, and evaluation; and program planning, implementation, and evaluation. Supervisors serve as liaisons between the districts and interagency partners at the request of member districts.

Professional Qualifications

A Special Education Supervisor must possess a Master's Degree in Special Education or related field. Experience in Special Education is required. Special Education Director license is preferred.

Major Duties

1. Oversee district IEP implementation.
2. Assist district administration with special education staff direction and supervision.
3. Coordinate special education at all sites in assigned districts in collaboration with district administration.
4. Represent BSED and be a collaborative member of the assigned district administrative team meetings.
5. Collect and analyze evaluation data and make recommendations for assigned districts.
6. Prepare documentation and report data to Director of Special Education for the purpose of providing written support, conveying information, and complying with state and federal regulations. Example: Childcount.
7. Monitor due process implementation to check for compliance with rules and regulations and to increase case manager's skills and knowledge.
8. Provide and/or assist in providing professional development activities in order to increase knowledge and skills of special education staff, regular education teachers, administration, and support staff.
9. Communicate information on program, services, and regulations to school personnel, parents, the BSED Board, and other administration.

10. Assist in State and Federal monitoring and data collection in assigned districts.
11. Lead in the implementation and monitoring of 3rd Party Billing in order to attain the maximum reimbursement of assigned districts.
12. Serve as BSED representative at student staffings to provide: conflict resolution; provision of resources; and due process monitoring.
13. Assist the Director of Special Education in Ed District-wide program planning and staff development activities.
14. Provide district or Education District representation on assigned interagency committees, professional committees, regional and state committees, and collaborative organizations.
15. Maintain a high level of knowledge regarding developing special education issues, changes in the laws, and educational methods of teaching students with disabilities, for the purpose of managing effective special education programs in the member districts.
16. Assume responsibility for implementation of new initiatives and due process requirements in assigned districts.
17. Assist member districts in the use of Sped Forms.

Supervision

Supervisor reports to the Executive Director of BSED in consultation with school district superintendents.

Working Conditions

Supervisors use their cars on almost a daily basis. Weather may sometimes cause unpredictable driving conditions. Materials must also at times be carried in to the sites.

Technology

Supervisors must be able to operate basic computer programs.

