*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Supervisor Special Education

**Reports to:** Director Pupil Personnel Services

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Manages special education services for all students with qualifying disabilities in compliance with federal, state and local educational and related laws

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Coordinate the special education program for students with disabilities in the district
* Coordinate Physical Therapy, Occupational Therapy, School Psychology, Speech and Hearing and other contract services for special needs students
* Coordinate, direct, schedule and review requests for intervention assistance and multifactorial evaluations including case status and progress through to the final disposition of referrals
* Assist in the management and implementation of local, state and federal laws to include the Connecticut State Department of Education for all students with disabilities in the school district
* Monitor the placement of students with disabilities in schools outside of the district
* Prepare local, state, and federal reports to include the Connecticut State Department of Education regarding special education and pupil personnel services
* Attend IEP meetings as requested
* Recommend the approval of supplies, materials and textbooks used by special education programs
* Interpret the goals and programs of the special education program
* Maintain working knowledge of the due dates for multifactorial evaluations, IEP annual reviews a and Triennial for all students with special needs
* Assist in the development of Individualized Educational Plan (IEP) to ensure that they are complete, accurate, effective and timely
* Respond to routine questions and request in an appropriate manner
* Make contact with the public with tact and diplomacy
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Attend meetings and in-services as required
* Interact in a positive manner with staff, students and parents
* Coordinate services with outside agencies to advance the needs of the students of the district
* Coordinate extended school year services for special needs students

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Represent the district in meetings with other school systems, institutions, agencies, community organizations and the general public as directed by the Director of Pupil Personnel Services
* Assist in the development of districtwide policies and special needs students
* Act as an expert to educators, administrators and other staff on special needs laws and issues
* Serve as a resource to parents, school personnel and administration on the effects of special needs students and the educational process
* Stay abreast of current educational trends, literature, and best practices
* Assist in the identification and management of programs for exceptional children
* Maintain a working understanding of current best practices related to special education topics
* Assist special education teachers in aligning curriculum, as appropriate, with current district courses of study and Connecticut State Department of Education objectives
* Perform other duties as assigned by the Director of Pupil Personnel Services

**Qualifications/Certificates:**

* Connecticut State Department of Education Intermediate Administrator
* Master’s Degree in Special Education, Administration, Supervision and/or related discipline
* 5 years’ successful related experience
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date