

Forrest City School District

JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION SUPERVISOR

JOB DESCRIPTION: This employee will be responsible for implementing and maintaining Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

This position that reports to the Superintendent of Schools.

Duties of this position include but are not limited to:

- Collaborates with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
- Evaluates District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- Prepares documentation and reports data to the Arkansas Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents, and the Board for the purpose of understanding of the programs.
- Assists in Recruiting, supervising, and evaluating District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
- Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- *Manages special education complaints, for the purpose of providing required services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.

- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- Responsible for assuring district's Board Policy for special education program is consistent and complies with state and federal rules
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Advise**s Superintendent regarding special education and other matters.

REQUIRED QUALIFICATIONS:

- Experience Required: Prefer prior teaching experience with increasing levels of administrative responsibility in Special Education curriculum.
- Certification Required: Supervisor Special Education K-12

Skills, Knowledge and/or Abilities Required:

Skills to manage personnel and programs, communicate effectively, problem solve.

Knowledge of special education curriculum and programming, Arkansas and Federal education law and regulation, district policies.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.