

## LEA Supervisor Position

Applicant must be certified as a special education supervisor by the Arkansas Department of Education. Interested applicants should see NEA Co-op Website for job responsibilities and application at <http://nea.k12.ar.us>

### Job Responsibilities:

1. Assisting area schools with due process requirements and compliance with federal and state laws.
2. Preparing special education budgets, budget amendments, and other reporting as required.
3. Providing staff development opportunities to teachers and instructional staff at area schools and the Co-op.
4. Traveling extensively to area schools and statewide trainings.
5. Being well-organized and able to multi-task.
6. Possessing good communication skills and able to work effectively with parents.
7. Demonstrating strong technology skills.
8. Supervise School Psychology Specialists in area schools.
9. Working as a team with other LEA Supervisors in the Co-op districts.
10. Application with job experience preferred.
11. Salary commensurate with education and experience

Please send applications and/or resumes to: Donna Harris at [dharris@nea.k12.ar.us](mailto:dharris@nea.k12.ar.us) or fax to 870-886-7719.

The position is open until filled.