

*Supervisor of Special Education - Duties*

Responsible for:

1. Directing assigned special education programs in compliance with Federal and State regulations and in collaboration with building administration.
2. Participating in the District teacher selection process.
3. Assisting building administration in hiring and supervising special education support staff.
4. Conducting observations of professional staff members.
5. Facilitating articulation of student transition across grade levels and to/from placements outside of the District.
6. Supporting the design and delivery of staff development programs.
7. Assisting with special education data collection and annual state reporting requirements.
8. Directing para-educator training programs according to State requirements.
9. Assisting with selection of instructional materials for students with disabilities.
10. Assisting with development and implementation of District Special Education Plan.
11. Developing special education staffing projections in accordance with State guidelines.
12. Directing the administration and reporting of PASA and PSSA-M assessments; collaborating with curriculum supervisors in analysis of student performance.
13. Serving as the administrative liaison to the CCIU Special Education Advisory Committee
14. Performing such other duties and responsibilities as assigned by the Director of Special Education.

Reports to the Director of Special Education