

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Special Education Program Supervisor  
**Department:** Special Education  
**Reports to:** Director of Special Education for Elementary Schools or  
Director of Special Education for Secondary Schools  
**Prepared Date:** March 20, 2017

**SUMMARY OF RESPONSIBILITIES**

Provide leadership in developing vision, implementation, and planning for sustainability of the Special Education program through collaboration and alignment within school based programs and services. Provide effective collaboration with other administrators and staff as a member of the special education administrative leadership team. Provide direct support to their assigned schools through planning, organizing, and managing of the special education services and programs.

**DUTIES AND RESPONSIBILITIES**

- Collaborate with principals, special education department leads, special education staff, and other pertinent staff, the supervising special education director to ensure that all students assigned a special education program receive due process rights; interpret the school policies and programs for students, staff, parents, and keep the supervising director of special education as to problems and concerns.
- Collaborate with principals, special education department leads, special education staff and the supervising special education director regarding development and implementation of special education and general education curriculum, instruction, and assessment and evidence based practices for students receiving special education services.
- Collect and maintain information for determination of staffing needs.
- Collaborate with principals to recruit, interview, and select new staff.
- Collaborate with principals with the supervision and performance evaluation of licensed staff, paraeducators, itinerant staff, and program support staff.
- Supervision of staff training and professional learning systems; creating and maintaining system of various staff meetings and communications.
- Monitor special education due process procedures.
- Provide systems and training opportunities.
- Collaborate with principals in implementation of performance improvement plans and discipline when needed.
- Collaborate with principals and the supervising Director of Special Education, in professional development opportunities for special education staff.
- Collect and maintain data for federal, state, district required special education reports.
- Monitor budget expenditures for special education programs with the support and assistance of the directors and accountants.
- Provide leadership and direction regarding conflict resolution for staff, parents, and students.
- Establish and monitor systems which assure application of entrance/exit criteria, program curriculum, and due process for students with disabilities.

- Provide technical assistance in the development of appropriate assessment and the individual program planning for specific students with disabilities.
- Provide program evaluation, and participate on special education administration team and district committees.
- Collaborate with school certified staff and administration to support students/families in crisis situations.
- Coaching staff on due process functions while at the scheduled meeting (manifestations, evaluation summary, IEP meetings, etc.).
- Perform other tasks and assume other responsibilities as directed by the supervising Director of Special Education.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises building staff licensed staff and paraeducators, itinerant staff, and clerical support staff in the building.

### **EDUCATION and/or EXPERIENCE**

Master's degree and special education administrative license. Hold or be eligible for MN teaching license, or a MN related license service area (i.e. School Social Worker, School Psychologist, School Counselor).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Director of Special Ed License.

### **PREFERRED EXPERIENCE**

Special Education administration experience preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Understanding and direct leadership experience in special education.

Understanding and related experience in collaborating special education programming.

Knowledge of MN and Federal Special Education laws and rules related to due process.

Experience and knowledge of special ed and general ed curriculum, instruction, and assessment.

Experience and knowledge in special education literacy, math, and behavior interventions.

Experience with dispute resolution.

Effective collaboration skills including strong interpersonal, communication, organization, and technology skills.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds.

Ability to maintain regular attendance, which includes completing as assigned day.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required.