

Anoka-Hennepin Independent School District #11
Job Description

Title: Special Education Supervisor
Department: Special Education
Reports to: Director of Special Education
Prepared Date: October, 2012

SUMMARY OF RESPONSIBILITIES

Supervisor of the Special Education Programs in an Early Childhood building and/or Special Education Programs building and community setting.

DUTIES AND RESPONSIBILITIES

- Supervision of a building; supervise staff including licensed staff and paraeducators.
- Lead curriculum development and implementation.
- Develop and maintain, in cooperation with administrators, teachers, students, parents and other staff, a climate which is conducive to good human relations and quality instruction.
- Collaborate with community partners; staffing; and due process oversight.
- Work with Principals, Special Education staff and 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 Assistant Director and Director of Special Education informed as to problems and concerns.
- Establish and monitor systems which assure application of entrance/exit criteria, program curriculum and due process for students with handicapping conditions.
- Provide technical assistance in the development of appropriate assessment and the individual program planning for specific students with handicapping conditions.
- District-wide responsibilities include program evaluation, supervision of itinerant staff, and participate on special education administration team and district committees, and building support.
- Performs other tasks and assumes other responsibilities as directed by the 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

Requires Director of Special Ed License. Experience in Special Education programs. Experience as a Special Education teacher.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires Director of Special Ed License.

KNOWLEDGE, SKILLS & ABILITIES

Excellent verbal, written, communication, organizational, and technical 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.

PREFERRED EXPERIENCE

Special Education administration experience preferred.