

PAVCS SPECIAL EDUCATION SUPERVISOR

JOB DESCRIPTION

Reports to the Director of Special Education

Job Responsibilities:

- Supervise special education teachers
- Act as LEA for IEP meetings
- Participate as team member and develop knowledge of student for all IEP meetings
- Remain current with changes in the regulations
- Review resumes, interview, and participate in hiring decisions
- Complete 30-day reviews of new special education teachers
- Complete in-depth bi-annual evaluations of special education teachers
- Identify professional development (PD) needs
- Develop agendas and participate in training for PD at weekly department meetings
- Develop and participate in training for PD at face-to-face trainings
- Attend and contribute to Academic Leadership Team (ALT) meetings
- Attend, co-lead and contribute to Special Education Department meetings
- Assist director with research and reports as needed
- Assist director with developing policies and procedures as needed
- Maintain accurate class list (additions, assignments, withdrawals, exits)
- Maintain IEPwriter
- Maintain list of RTI students
- Assist teachers with team decisions for reevaluations and for writing PTRes
- Review IEPs for quality goals, SDI, and accuracy
- Review timelines and other paperwork for compliance
- Mentor special education teachers
- Respond to needs of Teachers, Administrators, Related Services Coordinator, Administrative Assistant, Case Managers, LEAs
- Respond to needs of Director and Assistant Director
- Participate in special projects
- Respond to e-mails from teachers, parents, administrators, etc.
- Schedule IEP and MDE meetings
- Assist with developing job descriptions and other HR functions
- Oversee SAT-9, PSSA and PASA administration
- Develop special education teachers' knowledge and expertise
- Interact with service providers as needed
- Interact with PDE and the BSE as needed
- Other special education duties as required
- Travel and Participate in other school-wide administrative duties as required (Discovery Days, End of Year Celebrations, etc.)

Responsibilities Include:

- Special Education Supervisory experience (Acquired or pursuing Supervisory certification.)
- In depth knowledge of special education law and Pennsylvania state regulations (Public school experience preferred)
- Excellent writing, communications and technology skills
- Must be willing to travel and possess valid driver's license
- Successful management and supervisory experience