

## Special Education Supervisor

**FLSA Status:** Exempt

**Last Revised:** December, 2016

**DEFINITION:** This supervisor is the liaison with the State of Nevada of LCSD in all matters relating to special education. They are also responsible for seeing that special education teachers are properly informed of new regulations and for the development and maintenance of proper forms for the use of special education teachers. The supervisor is also a resource for all schools in meeting any unusual needs, questions or issues.

**RESPONSIBLE TO:** Superintendent or designee

**TERMS OF EMPLOYMENT:** Refer to District Certified Agreement

**PAY RATE:** Refer to District Certified Salary Schedule

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assists with administration of district-wide program of special education.
2. Administer district wide computerized IEP program.
3. Provides technical support to administrators and staff regarding the provision of instructional and related services for students with disabilities.
4. Conducts on-site Special Education compliance visits/and training.
5. Assists with administration of district-wide 504 program.
6. Serves in a problem solving capacity to school personnel and parents.
7. Serves as liaison, as appropriate to community groups and public agencies.
8. Plans and implement continuing professional development/ in-service opportunities for teachers and support staff/ paraprofessionals.
9. Upon request, assists individual teachers with classroom organization, behavior management, and/or teaching techniques for special education students.
10. Works cooperatively with administrators, supervisors, principals, and other staff regarding compliance issues and provides necessary support to remedy noncompliance issues.

11. Attends required state meetings in regards to special education.
12. Provides all state reporting in regards to special education.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

### *Knowledge of:*

- Educational theory and teaching practices;
- Principles and methods for curriculum and training design;
- Teaching and instruction principles for individuals and groups;
- Measurement of training effects;
- FERPA, HIPPA and other confidentiality laws and policies
- IDEA and section 504 of the Rehabilitation Act of 1973
- Board rules and district policies.

### *Skill to:*

- Prepare course materials, homework assignments, and handouts;
- Communicate effectively both written and orally;
- Participate as a member with other faculty and staff;
- Follow outlined plans in emergency situations; and
- Establish and communicate clear objectives for all lessons, units, and projects.

### *Ability to:*

- Work cooperatively with students, parents, peers, administration, and community members;
- Guide the learning process toward achievement of curriculum goals;
- Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students;
- Maintain accurate and complete records as required by law and district policy;
- Maintain and improve professional competence.

## ***Required Certifications and Licenses:***

- Certification in Special Education with the State of Nevada
- Nevada Administrative License
- Valid Nevada Drivers' License

- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

***Experience and Training:***

Bachelor's degree from an accredited college/university with major coursework in Special Education or a related field.

At least 3 years working as a special education teacher or experience in special education.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels

ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

***Evaluation:***

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_