



Job Description for Special Education Supervisor/Principal

JOB TITLE: Supervisor/Principal

DEPARTMENT: Special Education

REPORTS TO: Special Education Director

WORK LOCATION: CCRESA Educational Center

WORK SCHEDULE: 220 Day Calendar

SALARY SCHEDULE: Salaried, commensurate with experience

SUMMARY

Supervise Clinton County RESA center based programs and services in the role of school principal. Ensure compliance with both State and Federal special education regulations and civil rights through provision of center based educational programs and services preschool through transition age. Lead compliance with State laws and regulations associated with classroom instruction accountability. Commit to continuous improvement of student outcomes. Provide educational leadership to accomplish this by collaborating with staff to build a multi-tiered system of supports (MTSS) according to standards associated with the partnership of Michigan's Integrated Behavior and Learning Support Initiative (MiBLSi).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses databased decision-making and evidence based best practices to effectively solve problems and address challenges associated with special education program and service implementation.
- Ensures compliance with local, state and federal requirements within countywide special education programs/services.
- Responsible for the overall direction, coordination, and evaluation of Special Education services within the center based instructional programs.
- Provides leadership in the alignment of curriculum, implementation of state testing requirements and program enhancement designed to improve the quality of services and outcomes for students.
- Monitor the implementation of curriculum and classroom instruction relying on evidence of best practices demonstrated with fidelity.
- Keeps informed and distributes knowledge, as appropriate, of all legal requirements governing special education. Leads professional development.
- Provides direction, support, and targeted professional development for instructional staff.

- As needed, provides or arranges for the provision of direct support and modeling of appropriate instructional strategies.
- Works collaboratively with staff, parents, constituent school districts, and outside agencies regarding needs and services for students.
- Monitors staff caseloads and student progress.
- Supervision of instructional staff.
- Assists in recruitment, selection, hiring and mentoring of special education personnel.
- Adheres to Board Policies and district administrative regulations.
- Regular attendance.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

SUPERVISORY RESPONSIBILITIES

Supervises and evaluates special education teachers and paraprofessionals. Works with teachers, as needed, on mentoring and IDP development associated with introduction to teaching and instructional improvement.

QUALIFICATIONS

Certification, Licensure, or Endorsement:

Full or temporary approval in educational requirements for the position of Special Education Supervisor according to Rule 72 of the Michigan Administrative Rules for Special Education.

Special education teacher endorsement with experience in center based instruction preferred.

Other knowledge, skills and abilities:

- Instructional leadership and general knowledge of issues and problems in low incidence disability areas of special education.
- Demonstrate knowledge of effective instructional practices that contribute to meaningful student outcomes for students with cognitive impairment and other low incidence disability challenges.
- Establishment and maintenance of effective working relationships with students, staff and the community.
- Communication that is clear and concise both in oral and written form.
- Effective presentation of information and response to questions from groups of teachers, ancillary staff, and families.
- Facilitation of collaborative group problem solving.
- Decision making according to an evidence based process.

PHYSICAL DEMANDS

Physical demands of the job are as follows:

1. Sitting – possibly for long periods.
2. Standing – some
3. Walking – moderate
4. Bending – some
5. Stooping – some
6. Lifting – may involve periodic moving/lifting of boxed records and supplies

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

WORK ENVIRONMENT

Normal office environment. It is also anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours with general expectation to work 5 days per week, 7.5 hours per day and be available during the work hours of 8:30 a.m. to 3:30 p.m. (lunch hour permitted). Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

The employee will be expected to travel within district, and occasionally, to school districts in Clinton County.