

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Special Education Supervisor

QUALIFICATIONS:

- Full approval in at least one area of special education.
- Three years of successful experience in special education
- Valid Teaching Certificate with Special Education endorsement and supervisors' approval.

REPORTS TO: Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops budget recommendations, provides expenditure control on budgets for Special Education.
- Evaluates on an ongoing basis, the Special Ed. Curriculum, procedures, and individual student's needs and achievements.
- Supervises and coordinates special education classroom programs.
- Responsible for compiling and maintaining all reports, records, etc. legally required and useful.
- Interprets the objectives and programs of the Special Ed. Services to the Board, staff and the public.
- Implements procedures for referral evaluation, placement, assignment, and re-appraisal of students with regard to the Special Education services program.
- Consults with parents of students enrolled in the program.
- Provides programs to supplement regular classroom instruction.
- Arranges Special Education transportation.
- Implements procedures for purchasing special education equipment and supplies.
- Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
- Keeps informed of all legal requirements governing Special Education.
- Assists in the in-service and training of teachers.
- Assists in the adaptation of school policies to include special education needs.
- Attends special events held to recognize student achievement, and school sponsored activities.
- Schedules staff assignments.
- Supervises and coordinates home instruction for special students.
- Establishes and maintains standards of student conduct and enforces discipline as necessary.
- Coordinates with unorganized territories Special Education Director for students in unorganized territories.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluation of Special Education services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from either individuals or groups of parents, students, peers, administration.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

WORK YEAR: As established per teacher's contract.

EVALUATION: Yearly for first two years; every three years afterwards

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed: 2.6.2024