

**JOB DESCRIPTION**  
**Cumberland County School District**

**SPECIAL EDUCATION AND 504 SERVICES SUPERVISOR**

**Purpose Statement**

The job of Special Education Supervisor was established for the purpose/s of supervising and directing necessary services for students with disabilities, including special education, 504 services, and homebound services; supervising and directing assigned personnel; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; preparing and managing department budget; and coordinating assigned projects and site activities; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Chief Academic Officer for the efficient and effective accomplishment of assigned tasks.

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**Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, teachers, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining assigned services and programs. (e.g. Special Education, TEIS Services, 504, RTI<sup>2</sup>, SWPS, etc.)
- Compiles data from a variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components, making recommendations, and/or preparing information for department.
- Coordinates program components, support needs, and materials for the purpose of delivering services that conform to established guidelines.
- Develops and manages assigned budget(s), expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Directs assigned district level operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, serving as a District representative, and providing professional development.
- Participates in meetings (e.g. board meetings, training, hearings, IEPs, etc.) for the purpose of providing and/or receiving information, recording minutes, and supporting the needs of all stakeholders.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often-complex materials (e.g. plans, grants, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics required to manage special education and 504 programs and services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Maintains manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative

guidelines and legal requirements.

- Monitors a variety of activities (e.g. program components, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Prepares reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, budget, financial reports, payroll, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Responds to inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Oversees special education bus transportation services for students with disabilities.
- Supervises a wide variety of projects, functions and/or program components (e.g. Special Education bus routing, intervention services, therapy services, evaluations, etc.)
- Supervises assigned Special Education bus drivers and attendants, Homebound teachers, and Special Education staff (e.g. employee concerns/problems, directing work, counseling, disciplining, performance appraisals, etc.) for the purpose of ensuring work assignments are complete and within department objectives.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, review, and interpret highly technical information, compose a variety of documents, and/or facilitate group discussions, solve practical problems, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; pertinent laws, policies, and/or procedures; personnel processes; standard business practices; program planning and development; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with/or analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent and collaborative problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods to achieve organizational objectives; managing a department; and supervising the use of funds from multiple budgets within the department. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Master's degree in job related area.

**Requirement**

This is a certified position.

**Certificates & Licenses**

Valid TN Teacher's License/Certification  
Special Education Teaching  
Administrator Endorsement

**Continuing Educ./Training**

Maintain Administrator Licensure

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**