

## JOB DESCRIPTION

### Fayetteville City School System

#### SUPERVISOR - SPECIAL EDUCATION

##### Purpose Statement

The job of Supervisor-Special Education was established for the purpose of providing a sound educational program for students who require at least a partially different program from regular classroom programs.

This job reports to the Director of Schools.

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##### Essential Functions

- Supervises the maintenance of records of all handicapped students.
- Compiles necessary data used in census reports to state and/or federal agencies.
- Supervises and evaluates the coordination of special education services with the regular curriculum.
- Acts as the systems contact person to outside agencies dealing with the evaluation and/or placement of handicapped students.
- Makes all necessary arrangements for the IEP team meetings in coordination with principals and special education staff.
- Coordinates a plan for dissemination of information to parents.
- Acts as a consultant to all special education personnel in regard to program planning and implementation.
- Submits to the Director of Schools all requisitions for special education services.
- Directs the formulation and implementation of individual educational plans for handicapped students and develops procedures for placement, evaluation, assignment, and reappraisal of students.
- Presents recommendations regarding needed areas for staff development, modifications of existing programs, and implementation of needed additions services to handicapped students.
- Keep abreast of all components of Special Education at both the state and federal level and seek to comply with all requirements.
- Works with system-wide curriculum committee to ensure provisions are made for handicapped students.
- Serve in an advisory capacity in regard to screening procedures and keep on file the results of such screening activities, notify parents of particular needs and advises teacher on the use of screening results in modifying teaching methods.

##### 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 periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is 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; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required

**Clearances:** Criminal Justice Fingerprint/Background Clearance

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

**Certificates and Licenses:** Teachers Certification and/or License