

Qualifications:	<p>Master's Degree</p> <p>Certificate –Superintendent, Educational Administration Specialist, Principal or Supervisor</p> <p>Experience – minimum of three years successful teaching experience in one of the areas of handicapped children to be supervised. Such other alternatives as the Board may find appropriate and acceptable.</p>
Reporting To:	Superintendent
Supervises:	Personnel designated by the Superintendent
Job Goals:	<p>To provide leadership in planning, coordinating and supervising special education services;</p> <p>To provide leadership toward enhancing the overall efficiency of special education services; as well as, educational opportunities and benefits to individual children.</p>
Performance Responsibilities:	<ol style="list-style-type: none"> 1. To provide information to school administrators regarding relevant state and federal mandates and other topics essential for the delivery of services to disabled children; 2. To train teachers and work-study coordinators in initially setting up their program; 3. To assist local school personnel in coordinating the instructional schedule regarding special and general education components; 4. To meet and provide staff development with special education teachers individually, in small groups, and district wide on a regularly scheduled basis; 5. To identify appropriate educational assessment and curriculum materials and instructional strategies to be used by special education staff; 6. To consult with special education teachers to assure continuity among assessment data, individualized education programs, and daily lesson plans; 7. To consult with general education teachers regarding disabled pupils who attend their classes; 8. To participate in Individualized Education Program (IEP) Conferences, and Periodic Review Conferences as needed; 9. To meet at least once monthly with transition coordinators to coordinate that aspect of the special education program; 10. To supervise and evaluate various special education programs and staff as directed by the Superintendent; 11. To provide staff development to special education teachers, parents, tutors, aides, administrators and general education personnel regarding the education of disabled children; 12. To develop experimental programs for initiating new instructional methodology or procedures, and to evaluate the impact of the program; 13. To attend professional workshops or conferences pertaining to students with disabilities; 14. To meet at least once annually with all administrators of participating school districts; 15. To prepare and disseminate to local school administrators an annual written report which identifies the strengths and needs of the special education program, and strategies for implementation for strengthening the areas of need; 16. To produce and maintain appropriate records, logs and documentation (e.g. EMIS etc.); 17. Such other duties as may be assigned by the Superintendent.
Physical/Mental/ Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping,
Travel Requirements	Travel to school buildings, city/state agencies and professional meetings as required

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022