

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: ELEMENTARY SPECIAL EDUCATION
SUPERVISOR

REQUIREMENTS:

- A. Education Level:** Master's degree, endorsement in special education.
Certification or licensure: SD teacher certificate.
- B. Experience Desired:** At least 3 years teaching in an elementary special education classroom. Successful leadership experience.
- C. Physical Requirements:** Requires constant hearing, hand-eye coordination, mind-eye coordination; intermittent driving, keyboarding, sitting and lifting. Frequent repetitive motions with wrists, hands, fingers, scheduling, standing, walking and carrying.
- D. Other Requirements:** Excellent oral and written communication skills. Computer literacy in word processing, spread sheets and data bases. Skills in human relations, leadership and conflict management. Demonstrated knowledge of best practices in curriculum and administration of special education. Demonstrated positive working relationships with others.

REPORTS TO: Director of Exceptional Children Services

PROVIDES GUIDANCE TO: Elementary special education staff

SUPERVISES: Teachers and educational assistants in district-wide or agency programs as assigned.

DATE: Revised June 2004

ESSENTIAL FUNCTIONS AND DUTIES:

1. Facilitates the inclusion of exceptional learners in curricular and co-curricular activities of the district to the fullest extent possible.
2. Elicits parental and community involvement in exceptional children programs.
3. Assists in the development, allocation, monitoring and management of revenue and expenditure budgets.
4. Assists in development of department policy and procedures.
5. Monitors areas of responsibility for compliance with state and federal regulations.

