

TITLE: Supervisor of Special Education

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To assist school principals and teachers in planning, administering, and monitoring the Special Education Program for the handicapped

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
  - a. Supervision received
    1. Directly: Superintendent
    2. Indirectly: N/A
  - b. Supervision exercised
    1. Directly: N/A
    2. Indirectly: Special education school personnel
2. Organizational
  - a. Internal
    1. Continuous contact with speech therapist, special education teachers, and Superintendent
    2. Frequent contact with school principals, non-specialized teachers, and central office personnel
    3. Occasional contact with Supervisors
  - b. External
    1. Continuous contact: N/A
    2. Frequent contact with SDE, Regional Coordinator, Regional Special Education Supervisor, and Consortium Board
    3. Occasional contact with advisory councils and academic and civic organizations

B. Functions

1. Planning
  - a. Plan program of self-improvement and professional growth
  - b. Assess needs within the parish for special education services
  - c. Prepare special education proposal for approval by the School Board
  - d. Develop special education activities system-wide
  - e. Assess annual budgetary requirements for administration of the special education program for processing by the business department
  - f. Plan Project Child Search Program
  - g. Plan in-service training program for special education personnel
  - h. Prepare purchase requisitions for administration of the special education program for processing by the business department
  - i. Make recommendations to the Superintendent for policy changes
  - j. Assist central office personnel in developing school curricula

- k. Plan public relations activities for special education program
- l. Schedule advisory committee meetings and prepare agendas
- 2. Implementation
  - a. Serve as source of special education information
  - b. Administer in-service training for special educational personnel
  - c. Conduct Child Search activities
  - d. Administer assistance program for special education personnel
  - e. Interpret federal guidelines for special education personnel
  - f. Provide liaison between special education program of the system and state and federal regulatory agencies
  - g. Accumulate and submit statistical data upon request
  - h. Participate in professional growth activities
  - i. Administer public relations activities to keep the public informed and involved in the special education program
  - j. Perform all other duties as required
- 3. Control
  - a. Maintain accurate records of special education program for audit
  - b. Monitor procedures relative to the administration of the program
  - c. Revise aforementioned procedures under the supervision of the Superintendent
  - d. Evaluate special education personnel upon request
  - e. Monitor financial statements of special education program
  - f. Evaluate the activities of the special education program conducted within the schools for compliance with proposal and state and federal regulations

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Employee's Signature

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Date