

**Richland Parish School Board
Job Description**

TITLE: Supervisor of Special Education

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Valid Louisiana Teaching Certificate showing EDL eligibility or active EDL certificate and certification in a minimum of one area of Special Education; previous administrative experience preferred; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All staff who provide special services.

JOB GOAL: To identify and provide educational opportunities and related services to all children with disabilities in Richland Parish in the least restrictive environment.

TERMS OF EMPLOYMENT: 12 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Make annual projections of special education needs including professional and support personnel, programs, and facilities.
2. Assign Special Education staff based on student counts and areas of need annually and ongoing, as needed with approval from the Superintendent.
3. Approve and reconcile absences and timesheets for assigned Special Education staff in accordance with Payroll deadlines.
4. Evaluate the performance and progress of assigned Special Education staff personnel according to the Personnel Evaluation Plan.
5. Recruit, interview, and make recommendations for employment and dismissal of professional support staff.
6. Identify areas of need and coordinate the delivery of Special Education related professional development and in-services to school leaders, teachers, paraprofessionals, and other related service providers.
7. Assist school building personnel with the implementation of special education programs and other effective behavioral support for students with disabilities.
8. Serve as a resource person to regular and special education staff, principals, teachers, parents, and other agencies.
9. Promote inclusive mindsets among district and school staff and seek opportunities for students to participate in the general education setting with their peers.
10. Make placements of students into Special Education classes as recommended by a competent authority source.

11. Work with school leaders to ensure students are receiving grade level instruction in the least restrictive environment.
12. Participate in both internal and external monitoring for the provision of Special Education; documents the status of compliance with state and federal regulations. Recommend corrective action to the Student Support Services Director where noncompliance is found.
13. Support data collection systems and advise special education staff in the implementation/analysis of data to support informed decision-making and effective instructional objectives for students with disabilities.
14. Work with school leaders and teachers to ensure accurate and timely recordkeeping as it relates to the delivery of special education services and discipline.
15. Coordinate and conduct Special Education Advisory Council activities in accordance with state and local policies.
16. Attend local, regional, state and national meetings, conferences, and workshops relevant to exceptional students and compliance issues.
17. Serve as a representative for school leaders when handling parent and teacher concerns and mediation needs.
18. Recruit, train, and appoint surrogate parents as outlined in the *Louisiana Department of Education Surrogate Handbook*.
19. Establish and maintain written procedures for the Special Education program in accordance with applicable federal, state, and local policies and procedures.
20. Serve as coordinator of Extended School Year Services (ESYS):
 - a. Train district staff and teachers regarding ESYS data collection,
 - b. Train district staff and teachers in ESYS screening and completion of forms, and
 - c. Plan for programming and personnel for ESYS and report to the Special Education Coordinator.
21. Coordinate the CPI training program and provide CPI's *Nonviolent Crisis Intervention* training to district faculty and staff through four scheduled training sessions.
 - a. Work with school administrators and the Special Education Coordinator to identify staff who require certification.
 - b. Register participants for online and in-person training in the CPI training platform.
 - c. Administer pre- and post-assessments required for employee certification.
 - d. Provide course participants with in-person training that meets or exceeds certification requirements established by CPI.
 - e. Produce and distribute certification certificates to participants.
 - f. Provide the Special Education Office with updated certification information after each training.
 - g. Establish and communicate course expectations and information with participants in advance of training dates.
 - h. Provide four (4) CPI training sessions per school year. One of the training sessions should occur in the two weeks prior to the start of school. The remaining sessions should be scheduled throughout the school year and in collaboration with the Special Education Coordinator.
 - i. Perform all duties of their primary employment as a teacher or other school employee, if applicable.
 - j. Promptly submit required documentation in an accurate and timely manner.
 - k. Evaluate training effectiveness and modify training as needed.
 - l. Work with the Special Education office to procure materials and supplies that are required for training.

- m. Review procedures annually and update as appropriate to improve the CPI program.
22. Inform the Superintendent of pertinent personnel and program needs and issues.
23. Provides direct support to assigned school leader(s).
24. Evaluate school personnel upon request.
25. Assume additional responsibilities as the Superintendent may assign.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee

knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____