

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Supervisor of Special Education

**REPORTS TO:** Director of Special Education

**JOB SUMMARY:** Ensure that all exceptional students are properly identified and provided with meaningful educational programs and services consistent with state and federal regulations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Manages staff evaluations, staff development and budget development.
4. Acquires accurate Penn Data information for child accounting and provide timely reports several times a year.
5. Develops and implements policies and procedures for special education office.
6. Delegates proper staff assignments and make appropriate recommendations for the fulfillment of those duties.
7. Develops all aspects of special education curriculum, both general and supplemental.
8. Monitors the special education staff for completing the IEP appropriately and that the school psychologists are completing the ER formats appropriately and provide necessary training when needed.
9. Actively participates in interagency meetings, MDT/IEP meetings, board meetings, IU meetings, and meetings with officials from the Bureau of Special Education.
10. Acquires all information necessary to participate in due process hearings.
11. Coordinates and provides in-service and staff meetings.
12. Develops schedules for monthly meetings with school psychologists and special education teachers and IST teachers.
13. Manages the coordination, placement and monitoring of students in out-of-district sites.
14. Compiles, maintains and files all reports and other documents that are legally required or administratively useful.

15. Implements and processes procedures for gifted students and Chapter 15 students.
16. Implements best teaching practices being used in the classroom.
17. May be responsible for developing and implementing early intervention transition procedures and placements, or transitions section of IEP, or transition from high school to adulthood.
18. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in teaching in the special education or in the related field. Masters degree in special education or related field is necessary. Must possess supervisory certificate. Knowledge of special education law, disabilities, programmatic needs of student, and current trends and techniques in the field is necessary.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs, to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office/classroom environment. Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills, ability to work in an environment with frequent interruptions, and to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership and supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills and conflict mediation skills.

**CLASSIFICATION:** Professional staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – L.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*