BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Special Education Supervisor	Employee Group:	Act 96
Report To:	Director of Special Education	Created:	April 2021
FLSA:	Exempt	Revision Date:	November 2021
Work Year:	Twelve-month (260 days/yr.)		

Job Summary:

This position works in collaboration with District and IU staff, including administrators, special education supervisors, school psychologists, guidance counselors, ISTs, teachers, therapists, and teaching assistants/paraprofessionals to increase student achievement using data informed practices, and to facilitate the implementation of positive behavior support interventions using multiple research-based interventions for a wide range of students with or without disabilities

Supervisory Responsibilities:

Provides supervision to district staff and programs in the buildings assigned.

Essential Duties:

1. Participates in building-level intervention planning meetings as requested by building staff.
2. Participates in multidisciplinary educational team meetings, IEP team meetings, or other educational team meetings, as the designated LEA, upon request, with the approval of the Supervisor of Special Education.
3. Participates as a member of the educational team to facilitate development and implementation of positive behavior supports and effective instructional practices across regular and special education settings.
4. Visits assigned classrooms/buildings bi-monthly or more frequently when necessary to observe, provide feedback, guided practice, and/or coordinate specific problem-solving activities.
5. Supports data collection systems and advises the classroom/building team in the implementation of data collection systems and analysis of the data to support data informed decision making and effective instructional practices.
6. Works with building teams in the design and implementation of engaging teaching strategies that support effective instruction, development of Functional Behavior Assessments (FBA), and implementation of Positive Behavior Support Plans (PBSP) for students exhibiting behaviors that interfere with their learning and the learning of others.
7. Provides guidance and training to special education teachers in IEP development, review, and revision.
8. Monitors the development and updating of IEPs and RRs by district teachers, reviews IEPs and RRs created for district students by outside entities and assists with developing IEPs for new placements and new entries.
9. Supplements resource and reference materials to support research-based instructional interventions and positive behavior supports within the general education environment.
10. Collaborates with school staff to work effectively with the families of students with disabilities.

11. Provides training opportunities to staff in the development and implementation of engaging teaching strategies and/or positive behavior supports upon request.
12. Keeps current with changes in technology and special education regulations and guidelines that impact the provision of special education services.
13. Makes decisions consistent with the Boyertown Area School District mission, vision, and core values, establishes and maintains effective communication and positive relationships within the district, and fosters professional development of district staff.
14. Acts as a liaison between the district, the community, special education students and their families to develop, direct and/or facilitate appropriate transition activities to address students' post-secondary employment and training goals.
15. Assumes any other responsibilities as assigned by the Superintendent or his/her designee

Qualifications and Requirements:

- Valid PA Supervisory Certificate for Special education
- Master's degree and Level II Certification in education
- Minimum of five (5) years teaching experience with students experiencing learning and/or behavioral difficulties
- Valid PA Driver's License
- Completion of School Health Physical and TB test
- Completion of required background clearances
    - Act 34 - Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Visual acuity to read correspondence and computer screen.
- Auditory ability to be able to use a telephone.
- Ability to speak clearly and distinctly.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to drive/travel to school district buildings.
- Extended hours and working during inclement weather may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Professional will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

Boyertown Area School District is an equal opportunity employer