

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
SUPERVISOR II -- EXCEPTIONAL STUDENT EDUCATION
JOB DESCRIPTION

JOB CODE:	630401	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	08
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum five (5) years successful teaching and/or leadership experience, including at least four (4) years of classroom teaching experience in the area of exceptional education (ESE).
- (3) Certification in Exceptional Student Education (ESE) or Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends and best practices in Exceptional Student Education. Knowledge of applicable laws, rules and policies. Extensive knowledge of assigned program area. Ability to communicate effectively orally and in writing. Ability to interact effectively with administration, parents and students.

REPORTS TO:

Director, Executive -- Exceptional Student Education/Student Support Services

JOB GOAL

To develop curriculum and programs in Exceptional Student Education and monitor the impact of project funds in terms of increasing the scope and quality of services available to exceptional students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and implement curriculum and appropriate student program for ESE Administrators, teachers, students and parents.
- * (2) Conduct and/or assist with school level evaluation in ESE programs.
- * (3) Provide technical assistance for local, state and Federal law requirements and best practices.
- * (4) Address parental concerns and provide assistance in problem resolution as requested by parents or school personnel.
- * (5) Provide leadership to ESE teachers through meetings, individual support and/or direct classroom modeling to assist in program delivery to students.
- * (6) Provide assistance in the development, adoption and selection of modified curriculum and program delivery model-all levels.
- * (7) Plan and implement inservice for ESE teachers.

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- * (8) Provide assistance in the implementation of the IDEA Grant.
- * (9) Provide leadership for curriculum development, positive behavior support, functional assessment and language devices (low/high tech) for students with intense needs.
- * (10) Serve as resource to administrators, teachers, students and parents on Alternative Assessment and Special Diploma concerns.
- * (11) Provide leadership to district for related services such as OT, PT, transportation, and other services.
- * (12) Participate in teacher recruitment.
- * (13) Represent ESE students on District Facilities committees.
- * (14) Represent ESE at any state, local or school board advisory meetings as directed by ESE Director.
- * (15) Assist teachers in developing Individualized Educational Program (IEP's).
- * (16) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (17) Keep informed and disseminate information about current research, trends, best practices in areas of responsibility.
- * (18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (19) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (20) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (22) Be knowledgeable of and adhere to Board policies.
- * (23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (24) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (25) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (26) Monitor district compliance with applicable codes, rules and statutes.
- * (27) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (29) Attend meetings and conferences to promote professional growth and benefit the District.
- * (30) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (31) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (32) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (33) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (34) Respond to inquiries and concerns in a timely manner.
- * (35) Model and maintain high ethical standards.

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- * (36) Adhere to applicable safety standards.
- * (37) Follow attendance, punctuality and proper dress rules.
- * (38) Maintain confidentiality regarding school/workplace matters.
- * (39) Serve on district, state or community councils or committees as assigned or appropriate.
- (40) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Board's approved salary schedule.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10