

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Instructional Programs and Student Services

QUALIFICATIONS

- Master's Degree required with a major in an appropriate Exceptional Education field or Student Services field preferred.
- Certification in Administration/Supervision or Educational Leadership or three (3) years of successful administrative/supervisory experience.
- Three (3) years of successful supervision or teaching experience in Exceptional Student Education or Student Services.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures as they relate to Exceptional Student Education/Student Services.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum and staff development.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services
SUPERVISES Instructional, Secretarial And Support Staff As Assigned

POSITION GOAL

To be responsible for selected Exceptional Education programs/services and all Student Service programs and activities within district including professional development and budget.

PERFORMANCE RESPONSIBILITIES

1. * Provide leadership and coordination for all Student Services within the district and assigned exceptional education programs.
2. * Assist administrators with resolving issues regarding staff/ parents/ students related to Student Service and or Exceptional Education programs.
3. * Provide leadership with the development of program design, special materials, curriculum, and methods.
4. * Provide leadership and coordination for students with disabilities served in private schools.
5. * Plan and conduct area coordination meetings and chair/participate in ad hoc committees.
6. * Provide appropriate in-service to meet the specific needs of programs within the district.
7. * Assist schools with recruitment and screening of Student Services employees.
8. * Monitor quality of Individual Educational Plans (IEPs) for programs supervised.
9. * Provide consultation for staffing and placement of exceptional students.
10. * Coordinate the continual evaluation of the quality of Exceptional Student Support Services program and personnel.
11. * Write grants to generate funding for Exceptional Student Support Services.
12. * Coordinate the efforts of the school based Student Support personnel.

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13. * Increase the availability of technology and assistive technology to assigned Exceptional Student Support Services classrooms.
14. * Provide F.T.E. projections, allocations and assistive technology for individual programs.
15. * Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
16. * Assist with progressive evaluations when requested by school administrator or Executive Director of ESSS.
17. * Maintain information for assigned areas of responsibility to meet local, state and federal audits.
18. * Develop and plan for department budgets.
19. * Monitor quality of matrix cost factor ratings and generation of FTE for programs supervised.
20. * Maintain and provide support to staff on Medicaid funding and billing.
21. * Provide support to private, not for profit, schools.
22. * Recruit and monitor new ESE and student services employees.
23. * Prepare or oversee the preparation of all required reports and maintain appropriate records.
24. * Assist in implementing the District's goals and strategic commitments.
25. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-04-D \$74,371 - \$114,085

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1342
Survey Code 63057

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 27, 2010

ADA Information Provided by Britt Smith
Position Description Prepared by Britt Smith