

**POSITION TITLE:** Special Education Supervisor

**CAMPUS:** All Campuses

**SALARY RANGE:** Commensurate with GISD Pay Scale

**PRIMARY PURPOSE:** Assist with the direction of the district's special education program to ensure provision of needed services for special needs students. Work to facilitate successful implementation of individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

Master's degree from an accredited university (preferred)  
Valid Texas Teacher Certificate in a special education related field  
PDAS Appraiser

**SPECIAL KNOWLEDGE/SKILLS:**

Strong organizational, communication, and interpersonal skills  
Knowledge of the needs of all areas of special education  
Knowledge of budget design and administration  
Communication skills with the ability to understand needs of students, teachers, administrators, and community  
Organizational and time management skills  
Knowledge of legal requirements related to special education  
Ability to evaluate special education programs/services and effectiveness of service providers

**EXPERIENCE:**

Minimum of three (3) years teaching experience  
Background in special education

**RESPONSIBILITIES:**

- Ensures the implementation of the district curriculum in special education classrooms, including any needed modifications
- Works cooperatively with all school personnel to foster a positive, caring environment for learning
- Analyzes data using a variety of strategies and appropriately applies data in making special education program decisions
- Expects and communicated to all staff high instructional standards that are a pre-requisite for continuous programmatic and instructional improvement
- Implements the policies established by federal and state law, State Board of Education rule, and local board policy for special education services
- Obtains and uses evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness
- Serves as an instructional leader and consultant in curriculum planning, design and development for all TAKS-Alt students
- Assists in providing continuity in the instructional program, ensuring successful integration of students with disabilities into regular classes when appropriate
- Participates in all ARD meetings for students taking the TAKS-Alt assessment and all residential facility students
- Participates in other ARD meetings, when needed, to ensure appropriate placement and development of individualized education programs for students according to District procedures
- Assists in preparation of written reports and proposals which are required by federal, state, and local agencies
- Works with appropriate staff to develop, maintain, and revise special education modified curriculum documents based on systematic review and analysis
- Supports campus administrators/teachers in the implementation of district curriculum as it related to meeting the needs of students requiring curricular accommodations/modifications for TAKS-Alt students

- Communicates and advises the professional staff on the implementation of federal, state, and local requirements for positive behavior supports and discipline of students with disabilities
- Conducts and supports training to ensure implementation of horizontal and vertical implementation of district curriculum plans related to meeting the needs of students receiving special education services
- Maintains current knowledge in innovative and effective curriculum practices related to special education services through professional learning activities (e.g. reading, attendance at conferences)
- Provides training and support for teachers/administrators with the implementation and proactive use of all local and state accountability/assessment instruments related to students receiving TAKS-Alt state assessment
- Communicates a level of high expectation through the utilization of the district's appraisal process in an effort to positively influence student achievement
- Conducts effective formative and summative conferences that focus on the professional growth of the individuals supervised
- Provides for two-way communication with principals, teachers, staff, parents, community, and residential facility
- Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, community, and residential facility
- Articulates the district's mission, instructional philosophy, and curriculum implementation strategies related to special education services to the community and solicits its support
- Serves as District liaison to community agencies providing services to students and notify parents and students of available services
- Models behavior that demonstrates the highest level of personal and professional ethics
- Demonstrates the highest level of integrity at all times
- Models responsible management of confidential information as it relates to all professional matters and encourages the same behavior by all school personnel
- Regularly recognizes and acknowledges exemplary performances by staff members
- Takes the initiative to develop needed professional skills appropriate to job assignments including completing annual review of PDAS training
- Assists in compiling budgets and cost estimates based on documented program needs
- Successfully performs other duties and responsibilities as assigned by the District

The Gladewater ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs/activities and/or employment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Special Education Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_