

Newburgh Enlarged City School District
Job Description

TITLE:	Supervisor of Exceptional Learners
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REPORTS TO:	Executive Director of Exceptional Learners
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Master's degree in special education, education administration, or related clinical service area 2. New York State SDA or SDL required 3. Specific experience in the interpretation and implementation of federal and state legislation and guidelines governing education and the IEP process. 4. Documented experience and participation in the IEP process. 5. Strong interpersonal and leadership skills that ensure productive interaction and effective team building 6. Excellent oral, written communication and presentation skills 7. Proficient in Microsoft Word, IEP Direct and Infinite Campus computer applications and data management 8. Ability to use effective public relations, interpersonal, organizational, leadership and supervisory skills for the successful implementation of special education programs
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JOB GOAL:	To implement district special education programs in compliance with regulations and aligned to the strategic plan for the Department of Special Education.
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DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Performs duties and responsibilities aligned with the strategic direction for area of responsibility, and assists in monitoring and evaluating strategic long-term goals related to assigned area of responsibility. • Interpretation and implementation of federal and state legislation and guidelines governing education and the IEP process. • Supervises CSE chairpersons to ensure compliance with NYS regulations • Interpretation and implementation of federal and state legislation and guidelines governing education and the IEP process.
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| | <ul style="list-style-type: none"> • Directs and monitors the provision of IEP services provided by school psychologists, speech/language pathologists, audiologists, social workers, occupational therapists, physical therapists, assistive technology and related services internships. • Directs the development, implementation and management of the NECSD related service delivery models. • Directs the planning and implementation of professional development activities for all CSE Chairpersons and service providers. • Directs and ensures the provision of clinical technical support and consultation to CSE Chairpersons, related service providers, other NECSD staff, and parents. • Provides leadership in re-deploying clinical services staff, assigning contractual staff, etc. as needed to ensure service delivery compliance. • Directs the selection and evaluation of assessment instruments, materials, and supplies for use by clinicians. • Participates in district activities not specifically related to special education • Maintain a posture of professionalism at all times when representing the school district • Performs additional duties and assignments upon request • Summer school responsibilities as assigned by the Superintendent or designee. |
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