

**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 8/85; 3/86; 2/88; 8/89; 6/92; 3/93; 11/94; 12/97; 9/05; 10/12; 4/16; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, HAVEN Academy	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Teaching & Learning and Specialized Services	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> HAVEN Academy	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Director	<b>PAY GRADE:</b> CS1 (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates all aspects of assigned programs for students with disabilities, area(s), and schools; coordinates the elements involved in providing an appropriated educational program for students with disabilities in evaluation and instruction; provides direct and ongoing leadership to special education teachers through participation in staff development presentations, teacher evaluation/assessment process, and curriculum planning and development.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree
2.	Certification/License Required: Valid Leadership Certificate
3.	Experience: Minimum of three years teaching experience; experience working with students with Emotional Behavior Disorders and/or Autism
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, and organization skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises teaching staff and support staff.
3.	Facilitates HAVEN referrals.
4.	Participates in internal decision making activities.
5.	Collaborates with other school system personnel to assist Special Education teachers by recommending activities, strategies, remediation procedures and resources for specified students.
6.	Supervises and evaluates Lead Teachers, Social Workers, Teachers, and Paraprofessionals utilizing appropriate evaluation instruments.
7.	Assesses personnel training needs and plans for appropriated Professional Learning activities.
8.	Ensures compliance of individual Special Education Plans for students in assigned classes.
9.	Monitors class sizes, requests personnel allotments as needed, and assists in collecting and verifying student attendance information at the system level.
10.	Works with parents regarding specific program concerns and attends IEP meetings as appropriate.
11.	Participates in the budget process by assessing and prioritizing program needs, procuring materials and equipment, communicating needs to appropriate personnel, and monitoring allotted funds.
12.	Performs other duties and responsibilities as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_