**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Supervisor, Preschool Program, Special Education</th>
<th>JOB CODE: 621A</th>
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<tr>
<td>DIVISION: Academic-Support and Specialized Services</td>
<td>SALARY SCHEDULE: Annual Central Office Personnel</td>
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<td>DEPARTMENT: Special Education</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Director, Special Education</td>
<td>PAY GRADE: CS1 (5, 6, 7)</td>
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<td>FLSA: Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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**PRIMARY FUNCTION:** Coordinates all aspects of the Special Needs Preschool Programs; coordinates appropriate educational programming; provides direct and ongoing leadership to district and school personnel.

**REQUIREMENTS:**

1. Educational Level: Master Degree
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years successful teaching experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning; leadership; organization; knowledge of methods, procedures, and strategies for instructional leadership; special education instructional strategies and school curriculum; knowledge of academic and behavioral programming for students with emotional disabilities, autism, and severe disabilities preferred

_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 and evaluates selected staff.
3. Collaborates with District personnel to assist preschool special education teachers by recommending activities, strategies, remediation procedures and resources for students.
4. Develops procedures for measuring student achievement; analyzes data and facilitates program changes as indicated.
5. Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies for special needs preschool programs based on student achievement data, current literature, and research.
6. Assesses training needs and plans for appropriate professional learning activities for special needs preschool teachers and staff.
7. Assists in the development and implementation of program guidelines in response to federal, state, and local policies and procedures.
8. Monitors class sizes and caseloads for special needs preschool; uses data analysis to determine personnel allotments; assists with the verification of FTE and student record data. Reviews and monitors due process procedures through the auditing of program records, (i.e., IEP, eligibility, FBAs, etc.) procedures.
9. Participates in the budget process by assessing and prioritizing program needs, procuring materials and equipment, communicating needs to appropriate personnel, and monitoring allotted funds.
10. Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, parents, teachers, District and school staff, and community agencies.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date _______________________

Signature of Supervisor _________________________________________ Date ______________________