

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

 Revised: 7/85; 3/86; 8/89; 8/90; 12/91; 6/92; 3/93; 8/93;  
 11/94; 2/95; 11/96; 8/98; 10/12, 12/12; 10/18; 01/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Related Services	<b>JOB CODE:</b> 621J
<b>DIVISION:</b> Academic - Support and Specialized Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Special Education	<b>PAY GRADE:</b> Rank C (NK03)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates all aspects of occupational therapy, physical therapy, and nursing programs for students with disabilities; facilitates provision of appropriate educational services; provides leadership to District and school personnel.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree required
2.	Certification/License Required: Licensed through appropriate state board
3.	Experience: 4 years of providing successful school-based therapy or nursing services
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

***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, evaluates, recruits, interviews and hires PTs, OTs, certified OT assistants and nurses.
3.	Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies based on student achievement data, current literature and research.
4.	Assesses personnel training needs, develops and provides appropriate professional learning activities.
5.	Assists in the formulation of program guidelines in response to federal guidelines, State Department of Education directives, and local policies.
6.	Monitors caseloads, including scheduling of the OT, PT and nursing staff for all SWDs, including need for additional staff, and assists in collecting and verifying student attendance information at the system level.
7.	Participates in the budget process by accessing and evaluating program needs, procuring materials and monitoring allotted funds.
8.	Works with parents and IEP teams regarding specific program concerns.
9.	Provides input to appropriate personnel regarding the specialized transportation and facility modifications required by selected students.
10.	Collaborates with other school system personnel to assist staff by recommending activities, strategies, remediation procedures and resources for specified students through regularly scheduled school visits.
11.	Reviews and monitors due process procedures through the analysis of program records, therapists' data and student evaluations.
12.	Performs other duties as assigned by appropriate administrator.

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

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