

JOB DESCRIPTION

POSITION TITLE: Supervisor, Special Education Alternative Services	JOB CODE: 475K
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Special Education	WORK DAYS: 238
REPORTS TO: Director, Special Education	PAY GRADE: CS1 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the development of and implementation of Section 504 plans and services for the district; supervises home based services for students with disabilities in the district; and coordinates all services with alternative education programs.	

REQUIREMENTS:

1.	Educational Level: Master Degree
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years of experience in supervision and/or consultation in policies, procedures, and issues related to programming and services for student with disabilities, 504 plans and alternative education options.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; knowledge about the IDEA, GA State Rules for Special Education and Section 504 of the Rehabilitation Act; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; problem solving; planning; organization; ability to develop and implement trainings for District Staff.

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.	Reviews student files in preparation for IEP meetings, Section 504 meetings and MDRs; provides a summary of findings and makes recommendations to the Assistant Superintendent for Teaching and Learning Support and Specialized Services, the Director of Special Education and the Assistant Director of Special Education.
3.	Provides training to local school 504 contacts annually.
4.	Provides direction and/or guidance related to Section 504 and IDEA compliance to local school administrators, Special Education administration, teachers, counselors, and school personnel.
5.	Serves as the District Administrator for Section 504; coordinates and attends meetings with school and District personnel to prepare for IEP team meetings, Section 504 meetings, mediations, and due process hearings.
6.	Obtains information regarding students with disabilities in Alternative Education programs and charter schools and provides regular updates to the Assistant Superintendent.
7.	Assists in providing responses to the Georgia Department of Education and to the Office of Civil rights for complaints that have been filed by parents.
8.	Supervises the staff providers and implementation of home-based services and hospital homebound services for students with disabilities.
9.	Prepares files and student records to include all necessary documents.
10.	Supervises staff members providing home based and hospital homebound services to students with disabilities.
11.	Serves as the district liaison for alternative education programs, residential programs and charter schools in regard to students with disabilities.
12.	Maintains accurate records for all programs supported including 504 and HHB/HB.
13.	Coordinates services with online platform vendor for 504 and IEP systems.
14.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____