



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

Revised: 7/85, 3/86, 8/89, 8/90, 12/91, 6/92, 3/93, 8/93, 1/94, 2/95, 11/96, 8/98, 5/10, 4/11, 10/12, 6/13, 5/14; 3/18; 6/18; 10/18; 12/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Specialized Teaching and Learning and Assistive Technology	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Special Education	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the elements involved in providing an appropriate educational program for students with disabilities in curriculum and instruction; provides direct and ongoing leadership to district and school personnel through participation in consultation, collaboration, professional learning activities, staff evaluation/assessment process, and curriculum planning and development of specialized instructional strategies and programs.	

#### REQUIREMENTS:

1.	Education Level: Master Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 5 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.	Analyzes data and facilitates improving student achievement.
4.	Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies based on student achievement data, current literature, and research.
5.	Oversees the development of training programs and/or modules based on research validated approaches and best practices for specialized instruction.
6.	Collaborates with content supervisors to plan professional learning opportunities for the District and schools as needed.
7.	Collaborates with school and District personnel to develop solutions to support student participation in educational programming and outcomes for students with disabilities.
8.	Coordinates the budget process by assessing and prioritizing program needs, procuring materials, supplies and equipment, communicating needs to appropriate personnel, and monitoring allotted funds.
9.	Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, parents, teachers, District and school staff, and community agencies.
10.	Works with District and local personnel to develop, implement and evaluate effective professional development.
11.	Collects and analyzes multiple sources of data and uses them to identify improvement needs, inform decisions about school improvement planning and professional learning, and to monitor progress, and evaluates the

	implementation and impact of professional learning on teacher practices, continuous school improvement and student learning.
12.	Prepares and conducts presentations, trainings, and courses as needed and participates in professional growth to stay current with trends, issues, and research.
13.	Collaborates on an ongoing basis with directors, building and District administrators, and colleagues in the Academic Division to build and support a quality instructional program.
14.	Supervises all aspects of Assistive Technology.
15.	Performs other duties as assigned by appropriate administrator.

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

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