

Job Description

Job Title: Supervisor of IEP & 504 Plans
Position Code: 1E57, AE57, RE57
Job Classification: Exempt

Supervisor: Executive Director Student Advancement
Pay Grade: 44
Contract Length: 245 Days

Job Summary

This is administrative and supervisory work involved in organizing and supervising the identification of needs for all disabled students in accordance with federal, state, and local laws, regulations and guidelines. Work is reviewed in terms of quality and timely performance of program objectives in accordance with applicable laws, regulations and procedures.

Essential Duties

1. Plans, organizes, supervises, and evaluates the work of psychologists and school social workers engaged in identifying and monitoring all disabled students; recruits, interviews and recommends selection of diagnostic staff; assigns staff to school child study teams; trains staff designated to direct eligibility committees.
2. The employee develops program plans in consultation with the Executive Director and implements plans independently utilizing resources within budgetary constraints.
3. Develops agendas, chairs and presents information to department staff at regular monthly meetings.
4. Interprets and enforces federal and state laws and local policies/procedures regarding services to disabled students.
5. Develops, reviews and recommends revision of school policies and procedures related to eligibility determination and delivery of services to handicapped students; develops and implements eligibility criteria for all disabling conditions; establishes procedures for eligibility meetings.
6. Coordinates activities with the school board attorney following requests for due process hearings.
7. Coordinates and administers Medicaid reimbursement activities.
8. Develops and recommends long-and short-term program goals; conducts ongoing needs assessment to determine future programming needs.
9. Initiates, designs, plans, implements, and revises new and existing programs for diagnostic and evaluation services for all students.
10. Develops, coordinates, and implements staff development programs.
11. Keeps abreast of progress, new developments, and legal happenings in the field of special education.
12. Directs the maintenance of student records in accordance with established regulations.
13. Models nondiscriminatory practices in all activities.
14. Supervises, organizes, coordinates, oversees the school division's annual summer school program.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director Student Advancement or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master's degree. Experience in the field of Special Education. Considerable knowledge of the principles and practices of identification and diagnosis of disabling conditions. Considerable knowledge of the laws, regulations affecting identification and education of disabled students. Considerable knowledge of methods and alternatives

for delivering services to disabled students. Knowledge of the organization and operations of a public school system. Ability to direct work of subordinates. Ability to initiate, design, and develop new programs and procedures. Ability to communicate effectively with parents and staff in order to mediate disputes and explain school system policies and programs.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director, Student Advancement

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of IEP & 504 Plans will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Student Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 07/2019 CR