

TIU 11 has a vacancy for Supervisor of Special Education.

To apply, please complete an application on our website: <http://www.tiu11.org>.

The Supervisor of Special Education shall be directly responsible to the Director of Special Education.  
Fundamental Duties/Essential Functions

1. Responsible for serving as an educational leader and general administrator of the Intermediate Units special education program, supervising all special education personnel, and maintaining a high standard of excellence in instructional programming.
2. Establish and maintain effective relationships with students, staff, parents, member districts, and community organizations, and serve as a resource and advisor regarding special education resources/programming.
3. Recruit, supervise, direct and evaluate assigned staff. Assist staff in the improvement of instructional performance and recommend revisions and improvements as needed.
4. Maintain knowledge about the trends and developments in special education, instructional management and supervision, including attendance at statewide meetings and trainings. Keep informed of all legal requirements governing special education to ensure the program is operating in accordance with appropriate laws and guidelines.
5. Consult with staff to determine needs of specific children and instructional materials, supplies, and supports. Review staff scheduling, caseload, and paperwork, and IEP implementation as appropriate.
6. Coordinate, implement, and evaluate professional development activities related to curriculum implementation, teaching methodology, and IEP implementation. Plan activities based on identified staff needs, changes in the special education regulations, and projected trends in special education.
7. Initiate and administer procedures to locate and evaluate students with suspected disabilities. Develop child find activities in cooperation with local agencies.
8. Manage student information through the development and monitoring of contracts with agencies and member districts, child accounting, and medical access as related to fiscal and budgetary requirements.
9. Develop the special education plan, policies and procedures, and guidelines, related to the needs of the special education population.
10. Actively participate in interagency meetings, ER/IEP meetings as appropriate, IU meetings, special education advisory councils and meetings with the Department of Education.
11. Provide leadership in establishing new programs and evaluating the effectiveness of existing programs.
12. Serve as a liaison to other administrators, member districts, parents, and community agencies concerning special education services. Disseminate information and training to staff, district personnel, parents, and community members, as appropriate.
13. Perform other duties as assigned by the Director of Special Education.

#### Required Knowledge, Skills and Abilities

Individuals must possess these skills, knowledge and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

1. Effective and strong oral/written communication skills in order to work collaboratively with a variety of school and community personnel and parents of students with disabilities.
2. Ability to organize and prioritize multiple projects or daily assignments and meet multiple timelines as requested by the Director of Special Education.
3. Ability to coordinate and collaborate well with local education agencies and outside agencies.
4. Ability to exercise good judgment.
5. Must possess computer skills.
6. Ability to function effectively as a team member.
7. Demonstrate leadership qualities and personal characteristics necessary for working effectively with students, teachers, parents, and community members.
8. Knowledge of special education laws and regulations for both school age and early

intervention programs.

9. Possess good moral character.

#### Qualification Standards

1. Education: Possess a Pennsylvania Certificate valid for Supervisor of Special Education.

2. Experience: Prior experience with special education programs as a Supervisor of Special Education is preferred.