***Grundy County Schools***

***Special Education Supervisor***

***Job Description***

Supervise Special Education Teachers/Staff

Ensure that services are available to eligible children ages birth through 21 years of age Ensure that annual meetings and eligibilities are completed in a timely manner

Attend IEP meetings/parent conferences as needed

Supervise related service providers (speech, OT/PT, assistive technology) Supervise/consult with Early Intervention Services (Birth to 3yrs.) Supervise/consult with Family Resource Grant Services

Consult with Alternative School Staff

Consult with Principals of all schools, **keeping** them updated on the latest policies, procedures, and special education law

Attend Principal meetings

Compile information and complete paperwork for state mandated reports

Compile information and prepare budgets for special education general purpose, IDEA, IDEA Preschool, and any grants that we may receive

Prepare and submit grant applications

Prepare for state monitoring: Grants, IDEA, Incarcerated Youth Incarcerated Youth - Reports, visits, and services as needed Private School - Reports, visits, and services as needed

Home School - Contacts, services as needed

Verification and approval of homebound for eligible students Coordinate student participation in Special Olympics-annually

Coordinate hosting of area (4 county) Special Olympics event-every 4 years

Participate in state conference calls and webinars (EasylEP, ePlan, etc.)

Attend state required and highly recommended meetings, conferences, etc. (Supervisor's Study Council, LEAD, TAASE, SPED Spring Conference, etc.)

Attend Board Workshops and/or Board Meetings upon the request of the Director of Schools Inventories: IDEA, Sped GP, IDEA Preschool, Inclusion, Transition, etc.

Research and provide professional/staff development

Keep Special Education Teachers/staff updated on latest policies, procedures, and special education law

Prepare for and conduct Lead Teacher meetings (monthly) Spot check records both on-site and on EasylEP

Classroom visits Teacher Evaluations

Evaluations of School Services Personnel (School Psychologist, Speech, Lead Teachers, etc.) Needs assessment for materials, supplies, equipment

Approval of purchase orders Verification and approval of time sheets

Consultation and participation in the preparation of System plans Consultation and participation in other Central Office projects

Work with the Transportation Supervisor to ensure that special needs students are transported in a safe and timely manner

Work with Maintenance Supervisor to ensure special needs classrooms, playgrounds, and equipment are safe and meet state and federal requirements

Work with the Director of Schools and other Supervisors to provide the students of Grundy County the best and most appropriate education possible