

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Manager of Special Services	Administration/ District Office	Superintendent
<p><b>JOB SUMMARY:</b></p> <p>The Manager of Special Services will be responsible for directing, developing, and providing ongoing leadership, coordination, and supervision of the district’s Special Education services, within established policies and directives of the STMA District and its Special Education Cooperative and any Federal or State applicable laws. Programming oversight includes special education, Section 504, School Health Services, and School Social Work.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Masters’ degree with license issued through the Minnesota Department of Education related to special education, psychology, or administration. Strong understanding and extensive experience with special education laws, rules, and reporting requirements including 504 plans.</p>		
<b>TASK NO.</b>	<b>DESCRIPTION</b> WORK YEAR: 220 days	

- 1 Provide leadership for the planning, coordinating, supervising, and evaluation of the district's special education services.
- 2 Plan and provide direction and operational leadership for all special education program areas to ensure district compliance with applicable federal and state special education mandates and reporting requirements including oversight over all 504 plans and IEPs.
- 3 Work in concert with the Special Education Cooperative and building administrators to supervise and evaluate special education staff and provide recommendations for special education staffing.
- 4 Monitor district special education financial expenditures and provide approval for the use of federal or state special education designated funds in close cooperation with the District Special Education Cooperative and Finance Department.
- 5 Provide general administrative oversight over district health services in close cooperation with building principals and other administration.
- 6 Serve as District homelessness officer and ensure compliance with applicable federal and state laws.

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- 7 Attend special education cooperative meetings on behalf of District and act as principal liaison between cooperative and District Superintendent on all special education issues.
- 8 Identify and arrange for special resources for students with disabilities, including the determination of need special education funding.
- 9 Supervise, coordinate and arrange for district staffing with respect to special education transportation paraprofessionals.
- 10 Perform other related duties as assigned.

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SUPERVISOR’S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE’S APPROVAL

\_\_\_\_\_  
DATE