



Special Education Supervisor

Department: Special Services

Contract: 220 Days

Supervisor: Director of Special Services

Status: Exempt

Position Overview & Responsibilities

Under the supervision of the Director of Special Services, manages the implementation of special education programming and continuously oversees staff and students (ages B – 21) in STMA District 885. The Special Education Supervisor plays a pivotal leadership role in creating & sustaining an effective environment conducive to the education for all learners. This responsibility is performed following District policy and State/Federal Laws.

- Design, manage and develop special education programs and related areas.
- Supervision & coordination of Elementary and ECSE programming (Birth through grade 4).
- Supervision & coordination of Secondary (grades 5-12) and 18-21 transition programming.
- Assist the Director of Special Services with budgeting for programs/buildings.
- Extended School Year organization and oversight.
- Supervision, work assignment and management of the paraprofessional group districtwide.
- Collaborate with and work closely with the Director of Special Services and building principals in addressing special education licensed staff evaluations, hiring, and personnel actions.
- Organize and implement staff development opportunities for special education staff.
- Assist with the training & orientation of newly hired staff (i.e. teachers & paraprofessionals).
- Serve as the district representative at a variety of local, county, and state meetings, including IEP meetings for students placed out of district, meetings for non-public students, and IEIC.
- Assist with transportation and third-party billing activities.
- Work with transportation department when student discipline issues arise on bus routes.
- Guide and oversee child find and child study systems in District 885.
- Mediate conflicts within IEP teams and manage the dispute resolution process to assure compliance standards have been met.
- Aid licensed staff with due process related issues, including SpedForms questions.
- Assist the Director of Special Services with reviewing files, training staff, and organizing to help MDE monitoring (MNCIMP) run smoothly.
- Perform other related duties as assigned.

Requirements & Qualifications

A master's degree or higher in Special Education is required. In addition, a minimum of three years of experience as a licensed professional working in the field of special education is required and administrative experience preferred. A MN Special Education Administrative License and License from the Board of Teaching in a special education field is required.



ST. MICHAEL - ALBERTVILLE SCHOOLS

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