

**Position Title:** Instructional Supervisor for Special Education

**Starting Date:** August 2012

**Qualifications:**

A. Education

1. Master's degree
2. State Board of Education Type 73 or Type 03 School Service Certificate
3. State Board of Education Type 75

B. Experience

1. Three years of successful teaching experience within special education
2. Experience as a special education coordinator/administrator preferred

C. Aptitude

1. Proven ability to mentor new and experienced teachers
2. Must be knowledgeable of board policy and procedures and their interpretation to staff, students and community
3. Must be able to make data-driven decisions
4. Must have the ability and willingness to utilize multiple-staff resources in resolving problems
5. Proven leadership skills
6. Must have effective oral and written communication skills and strong interpersonal skills
7. Must possess good organizational and time management skills

**Working Relationships:**

- A. Immediately responsible to the Assistant Principal for Student Services
- B. Establish and maintain a collegial relationship with the administrative team, special education staff, guidance counselors, deans, social workers and psychologists

**Essential Job Functions:**

**Leadership:**

- A. Provide leadership in the development of shared beliefs and values about student learning and student intellectual development of Glenbrook South's organizational goals
- B. Provide leadership within the department in initiating changes necessary to improve student learning based on data analysis and best practices

- C. Provide leadership for the department of a learning environment that fosters teamwork, reflection, experimentation, growth and innovation
- D. Act as a role model for the department by demonstrating a commitment to learning and modeling professionalism and respect for others
- E. Serve as first referral from teachers on student disciplinary problems
- F. Provide overall direction and leadership for developing and evaluating the department's special education programs and services
- G. Lead weekly team meetings
- H. Oversee legal compliance for all necessary special education paperwork, including IEP's, Transition Plans, Summary of Performance and other pertinent documents
- I. Provide leadership and support for all day-to-day operations of the Special Education Department

**Curriculum, Instruction and Assessment:**

- A. Work to infuse Glenbrook South High School's organizational goals and instructional norms
- B. Lead and assist the development of an assessment system that monitors student learning and analyzes data to ensure that Glenbrook South's organizational goals and standards are being met
- C. Actively participate in Instructional Supervisor Council meetings
- D. Maintain a current knowledge and understanding of best practices for effective instruction and assessment strategies
- E. Serve as legal expert pertaining to Federal and State special education regulations
- F. Organize ongoing curricular reviews of department offerings
- G. Recommend and oversee Summer Curriculum Projects for teachers
- H. Attend and facilitate IEP meetings
- I. Lead eighth grade Articulation/IEP conferences
- J. Participate in GBS Problem Solving Team Meetings pertaining to students that are considered at-risk, and assist in designing supports and interventions for these students
- K. Collaborate with other instructional leaders in the building to support the organizational goals
- L. Work collaboratively with the Associate Principal of Curriculum to align curriculum to core academic standards and incorporate the College Readiness Standards

**Staff Supervision and Development:**

- A. Effectively utilize the evaluation process to improve teaching and learning
- B. Assist in the recruitment, selection, placement and mentoring of special education personnel
- C. Observe and evaluate instructional assistants, non-tenured and tenured department members
- D. Encourage and support professional growth of all department members
- E. Design staff development sessions for department members
- F. Provide staff with current information on research, legislation, legal issues and trends in the field of special education
- G. Pursue ongoing professional growth related to changes within the special education field

**Organizational Management:**

- A. Manage the budget for Special Education Department
- B. Assist in determining staffing needs and master schedule for the department
- C. Perform other duties as assigned

**Length of Contract:**

The contract is for 193 days, including an additional 20 workdays that are allocated for all Instructional Supervisors. Ten days will be used to end the school year and ten will be used to begin the new school year.