

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SUPERVISOR, ESE

SALARY SCHEDULE: ADMINISTRATIVE – D

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in ESE, Guidance, School Psychology, or School Social Work
- (3) Certification in Administration/Supervision and/or Educational Leadership preferred.
- (4) Minimum of five (5) years successful experience as an administrator, ESE teacher, guidance counselor, psychologist, or social worker.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, rules, and regulations governing ESE programs. Knowledge of curriculum scheduling and programming for ESE. Knowledge of Individual Education Plan (IEP) production and follow through. Positive communication skills. Listening skills. Mediation skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of information.

REPORTS TO:

Director

JOB GOAL

To provide direction for the development, coordination, and supervision of all district Exceptional Student Education Programs.

SUPERVISES:

Program Specialists

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and supervise a comprehensive district ESE program.
- * (2) Direct and supervise the screening, interviewing, and hiring of ESE staff and participate on interview committees as appropriate.
- * (3) Provide direction for inservice and training necessary for the provision of district-wide ESE Programs.
- * (4) Assist in the writing and/or revision of School Board Rules, as needed.
- * (5) Serve as the liaison between ESE programs and various community agencies and programs.
- * (6) Provide direction for the evaluation of all ESE programs and staff.
- * (7) Work with community-based agencies and resources.
- * (8) Provide direct supervision and evaluation of selected staff.
- * (9) Assist in budgeting and allocation of resources to support the district-wide ESE Program.
- * (10) Assist in the preparation and administration of all Federal entitlement and/or discretionary grants supporting the ESE program.
- * (11) Assist in dealing with legal issues involving ESE and/or Student Services Programs.
- * (12) Assist the Director of Pupil Support Services with additional administrative functions such as district plans, policies, special projects, and committees, as appropriate.
- * (13) Promote parent and community collaboration of effective services delivered to students.

PROGRAM SUPERVISOR, ESE (Continued)

- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Provide for a safe and secure workplace.
- *(16) Model and maintain high ethical standards.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Maintain confidentiality regarding school matters.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Prepare all required reports and maintain all appropriate records.
- *(22) Follow all School Board policies, rules and regulations.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(26) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities