

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SUPERVISOR, STUDENT SERVICES

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. Elementary and/or Secondary core content area.
- (3) Certification in Administration/Supervision and/or Educational Leadership required.
- (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. Knowledge and implementation of curriculum base intervention programs. Positive communication skills. Listening skills. Mediation skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of information.

REPORTS TO:

Executive_Director

JOB GOAL

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

SUPERVISES:

Psychologists	Social Workers
Program Specialist	Classified Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and supervise a comprehensive district Student Services Program, custody, intervention and prevention.
- * (2) Direct and supervise the screening, interviewing, and hiring of Student Services staff and participate on interview committees as appropriate.
- * (3) Provide direction for inservice and training necessary for the provision of district-wide Student Services Programs.
- * (4) Coordinates district-wide training on Section 504 compliance requirements and supports implementation.
- * (5) Provide direct supervision and evaluation of selected staff.
- * (6) Provide direction for the District Bullying Policy process of implementation.
- * (7) Assist the Executive Director of Pupil Support Services with additional administrative functions such as district plans, policies, special projects, and committees, as appropriate.

PROGRAM SUPERVISOR, STUDENT SERVICES continued

- * (8) Provide direction and coordination for the district MTSS Process.
- * (9) Serve as the liaison between Student Services programs and various community agency programs.
- * (10) Promote parent and community collaboration of effective services delivered to students.
- * (11) 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