

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Student Support Services
DEPARTMENT:	Administration
REPORTS TO:	Principal
REQUIREMENTS:	Special Education Supervisor's Certificate Supervisory and/or Administrative Certificate preferred; Act 34, 114 & 151 Clearances required
TALENTS:	This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties, and build teams including the ability to capitalize on relationships with others.
JOB STATEMENT:	The Supervisor of Instructional Support Services will coordinate programs and services that support the students of Erie County Technical School.
JOB FOCUS:	Special Education, Student Conduct, Student Support
REVISED:	6/12/2019

PERFORMANCE RESPONSIBILITIES:

Special Education Coordination

1. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. Development of Individualized Educational Plans (IEP) for special education students
 - b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
2. Provide an orientation to the technical school to interested special education students.
3. Coordinate the pre-enrollment assessment for all in-coming special education students.
4. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
5. Serve as a resource in special education transition services.

Duties of Supervision

1. Observation of Instructors including follow-up and conferences
2. Supervises student conduct around the building other than in the classroom

Duties Relating to Students

1. Enforce school rules and regulations
2. Work with students who have discipline, attendance, or personal and/or social adjustment issues.
3. Resolve special problems relating to student/teacher relationships.
4. Confer with school personnel and parents in reference to students.
5. Assist the Principal with general student safety.
6. Operate as Principal when the Principal is otherwise engaged or absent from the building.

Other Duties

6. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
7. Provide appropriate orientation sessions for new staff members.
8. Assist with school safety and fire drills.
9. Assist with general high school office functions.
10. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 210 days

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 8/03

Revised: 3/04

Revised: 7/09

Revised: 3/19