

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Instructional Support Services and Special Education
DEPARTMENT:	Administration
REPORTS TO:	Director and Principal
REQUIREMENTS:	Special Education Supervisor's Certificate Required. Administrative Certificate Required within 2 years; must have or be willing to get Act 34, 114 & 151 Clearances.
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 and Special Education will coordinate programs, staff, and services that support the students and instructors of Erie County Technical School.
JOB FOCUS:	Special Education, Student Conduct, Student Support; continuous improvement of instructional operations; Provision of Professional Development as assigned.
REVISED:	10/2020

PERFORMANCE RESPONSIBILITIES:

Duties of Supervision:

1. Assigning/Deploying monitoring and evaluating Instructional Aides.
2. Supervises student conduct throughout the building such as but not limited to (hallways, lunches, student arrival/departure, student events, building safety drills).
3. Observation of Instructors, including follow-up and conferences.
4. Student Services Clerical Staff.
5. Operate as Principal when the Principal is otherwise engaged or absent from the building.

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 enrollment review 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 Relating to Students

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

Professional Duties

1. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
2. Provide appropriate orientation sessions for new staff members.
3. Assist with school safety and fire drills.
4. The functions of this position may go beyond those enumerated.
5. Other duties as assigned.

Administrative Position: Act 93, Tier II

Terms of Employment: 210 days

Employee: _____ Date: _____

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