

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Special Education and Work-Based Learning
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	PDE Administrative Certificate required as either Special Education Supervisor (preferred), Director of Career & Technical Education, or Principal Certification; must have or be willing to get Act 34, 114 & 151 Clearances.
TALENTS:	This position requires the employee to support the director in providing a future vision for the school, to have a drive to be of service to others and to promote a service mentality by leadership and modeling. In addition, the employee must have the ability to play out alternative scenarios in the future, to assume personal accountability for their work, to solve problems, to orchestrate activities, and to capitalize on relationships with others.
JOB STATEMENT:	The Supervisor of Special Education and Work Based Learning will provide leadership in developing and maintaining the best educational programs and services while overseeing the special education services, coordinating work-based learning programs, and performing tasks such planning programs, writing grants, and supporting students and staff.
JOB FOCUS:	Special Education, Student Support Services, Work-Based Learning Experiences, Summer Programs, Adult Education, and Professional Development.

PERFORMANCE RESPONSIBILITIES:

Special Education Coordination

1. Supervises student support services (such as, but not limited to, Instructional Aides, transportation, student arrival/departure, student events, and building safety drills).
2. Serve as the main contact with sending school staff and ECTS instructional staff on development of Individualized Educational Plans (IEP) and 504 Plans, availability and coordination of special services, and support for progress monitoring of special education students.
3. Provide an orientation to the technical school to interested special education students.
4. Coordinate the enrollment review for all in-coming special education students.
5. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
6. Serve as a resource in special education transition services.
7. Confer with school personnel and parents in reference to student situations.

Work-Based Learning Experiences

1. Oversee Cooperative Education programming and coordination.
2. Program development with industry partners for enhancing work-based learning experiences with students, staff, and adult learners.

3. Assisting with current and building new pathways for high-quality Work-Based Learning Opportunities (such as, but not limited to, job shadowing, interviewing, service learning, internship, externship, school-based enterprise opportunities, mentorship, cooperative education, clinical experiences, dual enrollment and post-secondary opportunities, and registered apprenticeships).

Literacy Program

1. Work with the Curriculum Coordinator to develop school wide enrichment programs.
2. Facilitate staff development relative to best practices in literacy.
3. Facilitate the integration of academic instruction into all career and technical education programs.

Professional Duties

1. Represent the ECTS at regional meetings (Special Education Directors, Workforce, Chamber, MBA, NHBA, etc.).
2. May be assigned to evaluate and observe professional and support staff.
3. May be assigned to assist with student conduct throughout the building such as but not limited to (hallways, lunches, student arrival/departure, student events, building safety drills).
4. Operate as Director or Principal when either is otherwise engaged or absent from the building.
5. Provide staff development relative to special education, literacy, work-based learning , and other performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
6. Contribute to writing grants or proposals.
7. The functions of this position may go beyond those enumerated.
8. Other duties as assigned.

Administrative Position: Act 93 Contract

Terms of Employment: 228 days

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

Employee: _____ Date: _____

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