

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11
Alton, Illinois 62002

TO: All Certificated Personnel
FROM: Dr. Sonya Porter/Director of Human Resources
DATE: January 8, 2018
SUBJECT: Vacancy

The following position is now bid for the 2018-2019 school year:

SUPERVISOR OF SPECIAL EDUCATION - 10 ½ months (212 days)

Applicants must hold Illinois certification as an administrator (Type 75 with a General Administrative or Superintendent endorsement and a Type 10 certificate endorsed in at least one area of special education.) Prior experience as an administrator and completion of teacher evaluation modules, preferred.

Primary Function: Instructional and program leadership for special education staff

Supervisor: Director of Special Education

Essential duties and responsibilities:

- Demonstrates knowledge of state and federal laws, regulations and guidelines regarding special education programs and services
- Communicates and supports a philosophy of least restrictive environment for students with special needs
- Uses data informed decision making systems to facilitate, develop, implement, monitor and evaluate district and special education programs and to ensure compliance
- Participates in the recruitment, hiring, supervision and evaluation process for special education staff
- Demonstrates knowledge of best practices in instruction and classroom management
- Develops professional development activities for teachers, teacher assistants and administrators
- Collaborates and communicates with the Board, district administrators, special education teachers, general education teachers, support staff, parents, students and, if necessary, outside agencies for the purpose of implementing and maintaining special education services and programs with fiscal efficiency
- Coordinates, facilitates and attends intake meetings, child review conferences, initial IEP conferences, annual review IEP conferences, change of placement IEPs, 504 meetings and other meetings as assigned by Director of Special Education
- Reviews and analyzes relevant state and district data for the purpose of increasing student achievement and program improvements
- Demonstrates fiscal responsibility, prepares/manages budgets, manages/monitors grants,

directs spending, and monitors maintenance of effort for the purpose of fiscal efficiency in providing required services

- Demonstrates effective utilization of technology for program improvement including but not limited to knowledge of Access, Excel and Power IEP
- Prepares reports and other information as assigned by the Director of Special Education
- Demonstrates professionalism in all aspects of the supervisor's role within the district and community
- Actively attends and/or is engaged in community activities including professional and community organizations, student extra curricula activities and monthly Board meetings
- Assume other duties as assigned by the Director of Special Education

Physical requirements include:

- Ability to climb stairs
- Light lifting
- Sustained sitting and standing
- Reliable transportation

PLEASE NOTE: Interested persons shall submit a letter of interest, with a resume and other appropriate documents to the Human Resources Office no later than 4:00 p.m. Tuesday, January 16, 2018.

“An Equal Opportunity/Affirmative Action Employer”