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Statement of.....

## **Policy and Responsibility**

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SUBJECT: SUPERVISOR OF SPECIAL EDUCATION AND AT-RISK PROGRAMS

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- A. Perform duties as directed by the Assistant Superintendent and the Superintendent.
- B. Coordinate all programs, within and outside the district, for all children at-risk.
- C. Direct services for students with disabilities, including:
  - 1. Identification of children with disabilities
  - 2. Provide assistance to ensure that the district At-Risk programs are in compliance with IDEA (Individuals with Disabilities Education Act)
  - 3. Assure that record keeping procedures and the reporting of student progress for programs assigned to Special Education are in compliance with state and federal guidelines.
  - 4. Mentor special education staff including classroom visits and assistance in the instructional program.
  - 5. Provide professional development opportunities to improve the instructional program.
  - 6. Assist in the administration of enrollment and attendance policies and procedures for programs assigned to Special Education. Ensure program compliance and the generation of maximum revenue within these programs.
- D. Ensure a free and appropriate education will be provided to all homeless students.
- E. Submit, in collaboration with the Assistant Superintendent, an annual tentative budget to the Business Administrator.
- F. Provide direction and professional development to school support teams.
- G. Collaborate with the Assistant Superintendent of School and Student Achievement, the Director of Teaching and Learning, and the Director of Career and Technical Education to provide comprehensive professional development opportunities for all professional educators.
- H. Oversee school nurses.
- I. Act as a liaison to schools for the purpose of School Improvement Planning and other initiatives related to curriculum and instruction.