



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Area Based Special Education Manager
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Executive Director, Special Education

Position Summary:

The Area Based Special Education Manager performs the duties to assure provision of appropriate special education and related services to public and non-public students who are eligible for special education services. The manager has responsibility for monitoring the instructional programs, ensuring appropriate student placements and compliance with both federal and state laws and regulations.

Essential Functions:

- Insure compliance with timelines and accuracy for Individual Education Programs (IEPs) and reevaluations by working with the district administrators and school-based staff in the area served.
- Inform staff in the area served of changes in federal law, state regulations and/or local guidelines.
- Assure provision of services in the student's home or base school, unless the student's disability is one considered to be low-incidence.
- Assign students to special education teachers based on caseload standards, notifying the Executive Director of Special Education when caseloads are approaching the maximum.
- Refer students to appropriate state programs or contractual arrangements if determined necessary by the IEP team.
- In-service school-based staff regarding activities they will be responsible for in the area of special education, such as, but not limited to, retention of records, enrollment of special education students from within Missouri and from other states, changes in federal law or state regulations.
- Observe the instructional program by visiting schools regularly and conferring with principals and teachers.
- Work with the administrative, instructional and paraprofessional staffs to implement and improve special education programs and related services.
- Communicate with the Assistant Superintendent and Executive Director of Special Education areas in which principals, teachers, or schools are not in compliance with federal law, state regulations or local guidelines.
- Counsel with teachers regarding classroom management, teacher relationships with students, parents, co-workers and administrators. Counsel regarding instructional objectives, skill development, curriculum, use of materials and equipment.
- Assist with the instructional program by observing special education teachers and providing written observation reports to administrators as requested.



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Assist the district administrators, Executive Director of Special Education and principals in implementing and interpreting programs to parents, educators and interested community and civic groups.
- Directly supervise teachers on Special Assignment for Compliance.
- Arrange, chair and attempt to resolve any disagreements for formal Child Complaints among parents and/or school's staffs concerning the provision of special education services. Insure resolution by monitoring timelines and that written notices are sent as required by law.
- Represent the District during due process proceedings.
- Assist with the development and implementation of procedures and forms to insure that parents' and students' rights are protected under federal law and in compliance with state regulations.
- Collaborate with Student Support Services to develop, implement and monitor comprehensive and unbiased evaluation, reevaluation and diagnostic services.
- Maintain and share a working knowledge of current trends in special education, instructional materials and strategies in working with atypical learners.
- Assist in developing and implementing comprehensive staff development to improve the abilities of general education and special education staffs in working with students with disabilities in a variety of settings.
- Perform other duties as assigned.

Experience:

- Minimum of three years of teaching in special education.

Education:

- Master's Degree
- Missouri State Certification in one of more areas of special education; an administrative certification is preferred.

Knowledge, Skills, and Abilities:

- Evidence of good oral and written communication skills.
- Knowledge of federal laws and governing special education.
- Driver's license and vehicle for travel among schools
- Basic computer skills.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Clarity of vision at 20 inches or less.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.