



POSITION GUIDE

Position Title: Program Supervisor

Code:

Department: Early Childhood & Special Education Services

Group: Act 93

Reports to: Program Director

Date: 5/2010

PURPOSE OF POSITION:

Responsible for supervision, coordination and management of assigned program(s) and personnel, provide leadership regarding curriculum and instruction; assures quality programming for students through collaboration with families, local school districts, and community agencies.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Provides ongoing leadership, support, supervision and direction to staff in the effective instruction of students served by the program. *(Supervisory)*
 2. Coordinates a system for immediate response to all emergency incidents reported by IU staff, district personnel, and families. *(Crisis situation)*
 3. Provides leadership in the assessment, selection, implementation, and evaluation of research-based curriculum and instructional practices for students within the program. *(Curriculum)*
 4. Oversees compliance with federal, state, and IU 13 regulations through consistent monitoring of paperwork and practices. *(Progress monitoring/accountability)*
 5. Coordinates the planning and implementation of professional development for all assigned staff members. *(Staff development)*
 6. Coordinates student referrals in collaboration with parents, school districts, IU personnel, and/or agencies. *(Referrals)*
 7. Provides resources to parents in order to assist them in understanding and supporting their child in the home and school environment. *(Families)*
 8. Consults with local districts, community agencies, civic organizations, and others who provide services to students with disabilities. *(Agencies)*
 9. Coordinates the evaluation process to determine equipment and technology needs for students and classrooms. *(Technology)*

10. Coordinates and administers budgets, caseloads, and classroom facilities for assigned program(s).
(Budget)
11. Collaborates with the Human Resources Department to recruit, interview, hire, and evaluate quality employees. *(Human resources/recruiting)*
12. Perform other related duties as necessary.

MARGINAL FUNCTIONS:

Marginal functions will vary with the specific assignment and will depend on the particular position function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	Master's Degree in Education; Active PA Supervisory Certificate
Experience Required:	At least five years of teaching experience in Special Education
Other Qualifications:	Current certification in CPR, First Aid, and an IU approved Crisis Management methodology. Ability to work effectively with other professionals, direct staff, organize and communicate effectively by both verbal and written means. Ability to respond and problem-solve quickly. Valid PA Drivers License and IU 13 Approved Driver status.

OTHER REQUIREMENTS:

Adheres to the established work schedule through regular and consistent attendance.

SUPERVISION OF PERSONNEL:

Varies by assignment.

PHYSICAL/MENTAL/ENVIRONMENT:

Activities:	sit 50%; walk/stand 50%
Lifting:	Some lifting up to 20 lbs.
Vision:	Normal
Mental Demands:	Interpret, analyze, organize, prioritize, evaluate, and problem solve
Environment:	Normal office, community, and/or classroom environment