



# DERBY PUBLIC SCHOOLS

35 Fifth Street  
Derby, Connecticut 06418

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## **SUPERVISOR OF SPECIAL EDUCATION AND RELATED SERVICES**

The Supervisor of Special Education and Related Services is responsible for managing special education programs and related services throughout the Derby School District.

The Supervisor of Special Education will work under the general supervision and be evaluated by either the Superintendent or the Director of Special Education.

### **Responsibilities:**

- Coordinates and monitors the effectiveness of, and continually improves specialized, self-contained special education programs; monitors and supports school-based staff in transition planning for students with special needs.
- Provides leadership for developing and implementing student Individualized Educational Plans (IEP); implements procedures to ensure parents and families understand the IEP process.
- Implements systems to monitor student progress resulting from pre-referral intervention; assists with evaluation of services to meet students' needs; assists with monitoring the effectiveness of supports and services via student outcome data to ensure student growth.
- Conducts classroom observations to ensure that the delivery of instructional services to students is appropriate, standards-based, culturally sensitive and in compliance with students' IEPs.
- Assists with evaluations, as necessary, of related service providers, school psychologists and social workers.
- Coordinates and monitors the effectiveness of and continually improves related services.
- Ensures all special education teachers have knowledge of general education curriculum and special education instructional practices.
- Participates in planning and training of educators in strategies and processes related to special education and related services; supports identification of professional development needs related to special education at the district and school level.
- In collaboration with district staff develops professional learning programs and activities that support the district's initiatives and provides for continuous growth and development of all staff members.
- Serves on Planning and Placement Teams (PPT) as needed.
- Maintains current awareness and knowledge of all legal requirements governing special education; interprets policies and procedures and provides recommendations to district staff with regard to issues of compliance, applicable laws and regulations.
- Supports principals, teachers and staff in implementing and monitoring fidelity of all special education services.

- Implements and enforces district policies and procedures.
- Performs other duties as assigned by the Superintendent of Schools.

**Requirements:**

- Connecticut certification as an Intermediate Administrator (endorsement No. 092).
- Connecticut certification in Special Education (Comprehensive Special Education, PK-12 (065) or Comprehensive Special Education, K-12 (165) or Related Service Area , Speech and Language Pathologist (061), School Psychologist (070) or School Social Worker (071).
- Minimum of five (5) successful years of teaching and leadership experience in special education and/or related services.
- Demonstrated knowledge of the planning and placement process.
- Demonstrated knowledge of general education, curriculum and assessment.
- Demonstrated knowledge of maintenance and analysis of district wide referral data.
- Ability to engage with the entire school-community in order to effect school improvement.