Little Rock School District
JOB DESCRIPTION

Position Title: Special Programs Supervisor Curriculum
Prepared Date: 06/07/2022

JOB GOAL:
To assist the Director in the task of the implementation of programming for students with disabilities and other aspects of the Special Education Department.

TERMS OF EMPLOYMENT:
Eleven (11) month (220 days) contracts, Pay 802 Grade 23, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Master’s degree in special education and meets Arkansas certification requirements for Special Education Supervisor.
2. Curriculum Program Specialist certification preferred
3. Three (3) to five (5) years of successful teaching experience of children with disabilities.
4. Experience in developing and monitoring individual instructional programs for students with disabilities.
5. Successful experience in developing staff and teacher trainings and curriculum manuals.
6. Successful experience in conducting staff monitoring of due process procedures.
7. Evidence of ability to implement Individual Education Plans.
8. Evidence of a strong commitment to student achievement.
9. Evidence of knowledge of current trends in exceptional instruction

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Serves as a member of the Director – Division of Special Program’s team.
2. Assumes the responsibility of long range planning for curriculum development and implementation of specialized programming for students with disabilities.
3. Work with special education teachers/team to ensure appropriate curriculum and materials (including technology) is available for students with disabilities.
4. Identify and assess potential specialized curriculum, materials, and technology to supplement and enhance current core tools/methods for instruction and behavior.
5. Assist staff in adapting age appropriate General Education curricula to the learning needs of students.
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6. Work collaboratively with Special Education Director and District Curriculum Departments in supporting the instructional needs of students with disabilities.

7. Assists building Administrators in the implementation of educational programs for students with disabilities.

8. Provides Professional Development on current trends in programming and due process for students with disabilities.


10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.