

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SUPERVISOR II – EC-ADMINISTRATIVE SERVICES EXCEPTIONAL CHILDREN SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in overseeing and monitoring the operation of programs for exceptional students in the Guilford County Schools (GCS). The role of this position is to provide general oversight for EC program budget and fiscal compliance for the department. Employee monitors to ensure adherence to federal, state and local policies and procedures. Employee directly supervises the EC Network Analyst/Web Master. Employee assists in the training and oversight of the EC data management system. Employee reports to the Assistant Superintendent of Exceptional Children's Services.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Monitors department's expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews availability of funds for requested purchases, contracts and personnel.

Works with the Assistant Superintendent in preparing budget recommendations for use of local, state and federal funds.

Assists Assistant Superintendent in the development of state and federal projects in conjunction with program needs and funds.

Compiles service projections for students with disabilities within the region and works collaboratively with the Assistant Superintendent of Special Education and Human Resources to determine EC staffing needs for each school.

Reviews and approves budget codes for all online Extended Employment Agreements and Requests for new/Change Position.

Coordinates MAC program including ensuring time study participants are properly designated for inclusion in the MAC time study, assist in time study participant training and follows up with sampled staff members regarding time study due dates and timelines.

Coordinates with Supervisor of Related Services to ensure all related service providers have current licensure and complete service documentation in a timely manner.

## **SUPERVISOR II – EC ADMINISTRATIVE SERVICES**

Oversees the process of ensuring that each student with a disability is counted for reimbursement purposes.

Oversees utilization of electronic data management system including supervision of staff training on the system, regulating user access and system updates.

Prepares and submits required local, state and federal reports.

Supervises and conducts personnel administration duties for EC Network Analyst/Web Master.

Works with outside auditors in completion of annual audit, compiling data as requested.

Initiates collaboration with various departments in the development and implementation of assessment practices and policies affecting programs for exceptional children.

Works collaboratively with the Exceptional Children Leadership Team to provide leadership for the District's provision of special education and related services for students with disabilities.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in exceptional children education, psychology, speech therapy, or a related field, and 5 to 7 years of experience working with exceptional children either as a teacher, psychologist or related service provider or in an administrative capacity; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. 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, including the human body. Light Work usually requires walking or standing to a significant degree.

## SUPERVISOR II – EC ADMINISTRATIVE SERVICES

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, form, billing statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, purchase orders, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

## **SUPERVISOR II – EC ADMINISTRATIVE SERVICES**

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of federal, state and local policies and procedures regarding exceptional children.

Considerable knowledge of School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of exceptional child education.

Considerable knowledge of the principles of supervision, organization and administration.

Skilled in counseling and developing staff.

Ability to use common office machines and popular computer driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop and implement appropriate programs for exceptional children.

Ability to assess the effectiveness of programs and activities.

Ability to interpret educational policies and procedures.

Ability to develop long-range plans and annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **SUPERVISOR II – EC ADMINISTRATIVE SERVICES**

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.