



Job Description

Job Title: Supervisor of Special Education,
Early Childhood Programs

Position Code: 1E57, AE57 or RE57

Job Classification: Exempt

Supervisor: Director of Special Education

Pay Grade: 42

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's special education programs and implementation of initiatives for Early Childhood Special Education. Position chairs eligibility/IEP meetings; interprets state and federal regulations; develops curriculum; provides staff development; supervises staff; and prepares/monitors the program budget.

Essential Duties

1. Supervises and administers division-wide early childhood special education programs for students with disabilities.
2. Chairs eligibility and IEP meetings and manifestation determination meetings as assigned by the Director of Special Education.
3. Interprets state and federal regulations governing special education and ensures compliance in assigned special education areas.
4. Supervises the regulatory process for the Newport News Preschool Child Find Process.
5. Coordinates and assists with outside community agencies such as Infant and Toddler Connection and Head Start with the child find process, attends departmental meetings, and provides staff development for the agencies when appropriate.
6. Collaborates with general education preschool supervisor and other personnel in the Department of Teaching and Learning to include: inclusion program, referrals, district preschool testing, and training.
7. Conducts fall and spring Classroom Assessment Scoring System (CLASS) observations to include reports and feedback meetings with preschool teachers.
8. Gathers, maintains and inputs data for state collections of Special Education Indicators 7 and 12 annually.
9. Assigns preschool students when eligible for school services as well as transfer students from other districts.
10. Guides the selection and implementation of instructional materials and resources to support the early childhood special education curriculum. Assists in curriculum development, implementation, and revision.
11. Visits schools and observes classrooms on a regular basis to ensure consistency of implementation and compliance from school-to-school and teacher-to-teacher across the division.
12. Provides technical assistance to teachers in the improvement of instructional performance and implementation of evidence-based practices.
13. Indirectly supervises school based early childhood special education teachers and assists school principals with evaluating the implementation and effectiveness of evidence-based practices to support academic and behavioral gains.
14. Supervises and evaluates the work of special education departmental personnel, including early childhood instructional specialist, early childhood special education itinerant teachers, and related service providers (SLP, OT,PT)
15. Assists the Human Resources Department with interviewing and recommending qualified candidates for special education instructional positions.
16. Collaborates with the Special Education Director to develop and monitor the budget for assigned programs.
17. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and evidence-based practices in the field.

18. Serves as the central office contact and liaison with parents and the community regarding assigned early childhood special education instructional programs and initiatives.
19. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
20. Develops appropriate advocacy positions/statements for special education programs and the needs of young students with disabilities.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Executive Director of Student Advancement or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia License in administration and supervision. Must possess a minimum of 5 years of teaching experience with special education populations. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of special education programs. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Special Education

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Special Education, Early Childhood Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Special Education or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025