



NEW: Submitted:
07/28/2021 07/27/2021

JOB TITLE:	SUPERVISOR HOME/HOSPITAL
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4123
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in meeting the needs of students in the Home/Hospital program and ensures instruction is in compliance with federal law, state statutes and District policies and procedures. Monitors implementation and effectiveness of Home/Hospital program; professional learning; supervises and directs the work of support staff as assigned to improve outcomes of students assigned to Home/Hospital.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists designated supervisor in short-range and long-range planning to improve outcomes for students enrolled in Home/Hospital instruction

Assists in coordination of programming and supports programming on behalf of students enrolled in Home/Hospital

Assures compliance with District policies/procedures, Kentucky Administrative Regulations(KAR), and pertinent federal legislation

Provides administrative management and instructional leadership for total operation of the Home/Hospital program

Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Researches current practices in Home/Hospital area(s) to address achievement and opportunity gaps and improve outcomes for students enrolled in Home/Hospital

Coordinates with schools, parents, health care professionals and other outside agencies to resolve issues, develop appropriate programming and to provide instructional services to students enrolled in home/hospital services

Ensures all areas of student and fiscal records are in compliance with federal law, state regulation and District policies/procedures as related to Home/Hospital

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires the ability to model and demonstrate safe crisis management techniques and strategies.

MINIMUM QUALIFICATIONS

Master's Degree with a Kentucky certification in Administration and Supervision (Principal Certification) or Director of Special Education or Exceptional Child Consultant or Instructional Supervisor

Five (5) years of successful experience in area of assignment

Knowledge of federal and state laws regarding home/hospital programs
Effective communication skills
DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Experience in a diverse workplace