

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS**

**POLICY: 5101 (formerly 5201)**

**Adopted: December 9, 2004**

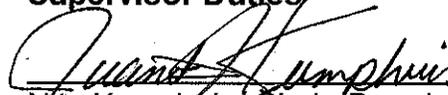
**Updated: January 13, 2005**

**Housekeeping changes: February 10, 2012**

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**SUBJECT: Supervisor Duties**

Approved by:

  
Nita Kamphuis, Chair, Board of Trustees

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The following are job expectations of supervisors at the Washington School for the Deaf:

- Supervising and evaluating staff and volunteers assigned to their departments.
- Planning, organizing, implementing and directing programs.
- Scheduling for staff and/or students.
- Coordinating all activities within their departments.
- Assist in the development of departmental and school wide budgets and monitor department budget.
- Reviewing procedures, programs, student and staff needs and making appropriate changes.
- Developing materials for public dissemination.
- Coordinate substitutes and support staff for special needs, as needed.
- Enforce all school policies and comply with state and federal laws and regulations.
- Evaluating and ordering materials.
- Promoting and honoring diversity among students and staff.
- Communicating with parents, community agencies and the general public, as needed.
- Ensure that both Policy 3402 (Student Protection from Child Abuse or Neglect) are implemented.