

DIRECTOR OF SPECIAL SERVICES

- Reports To:** Superintendent of Schools
- Primary Function:** Directs the Special Education program.
- Qualifications:** New Jersey Principal & Teacher of the Handicapped Certification
Knowledge of instruction and strategies in the teaching of special education students and Applied Behavior Analysis
Knowledge of Federal and State regulations in the teaching of special education students
- General Description:** Direct the district's special services program, and assist with the direct supervision of the 9-12 special education program.

Major Duties and Responsibilities:

1.0 ADMINISTRATION

- 1.1 Direct the operations of the office of special services.
- 1.2 Direct the out-of-district placement program.
- 1.3 Develop the special services budget for staff, services, and supplies, and assist in the K-12 special education program development of the budget for curriculum development, professional development, and the purchasing of books and materials for new programs or adoption. Advise the principal on needs for instructional materials and books.
- 1.4 Direct special education and Chapter 192-193 program in compliance with the N.J. Administrative Code and the policies and procedures of the Board of Education.
- 1.5 Recommend annual goals and strategies plan for special education services.
- 1.6 Prepare appropriate reports and grants as mandated by the State Department of Education.
- 1.7 Attend administrative meetings, Board meetings, and appropriate professional development meetings.
- 1.8 Implement Board policies and procedures and recommend policy and procedure changes and additions when appropriate.
- 1.9 Maintain articulation with the building Principals and Guidance Department.

2.0 INSTRUCTION (Staff organization, evaluation, development, and research)

- 2.1 Direct the Pre K-12 special education program, and assist in direct supervision and coordination of the articulation of the 9-12 special education program. Participate in the 9-12 special education development plans for instructional research, and when appropriate, implement the plans for instructional research.
- 2.2 Recruit and evaluate the Special Services staff.
- 2.3 Coordinate the special services staff development program.
- 2.4 Participate in the development of plans for instructional research and when appropriate implement the plans for instructional research.

3.0 CURRICULUM (Staff organization, evaluation, development, and research)

- 3.1 Implement the developed system for monitoring the progress of all special education students.
- 3.2 Assist in the planning and development of all aspects of special education.
- 3.3 Implement the planned system of special education curriculum evaluation and research.

4.0 PUPIL SERVICES (Staff organization, evaluation, development and research)

- 4.1 Coordinate the delivery of all special services for handicapped students.
- 4.2 Assist in the coordination of school services with community services, as appropriate, for providing unified services.
- 4.3 Design and carry out procedures for the identification of all handicapped persons ages 0-21 years of age in the district.
- 4.4 Direct the development, implementation, and annual review of Individualized Education Programs for handicapped pupils.
- 4.5 Establish, supervise, and coordinate procedures for placing eligible pupils in appropriate, least restrictive special education programs.

4.6 Direct all necessary support services.

4.7 Coordinate child study team, speech-language specialists and special services activities to ensure compliance with federal and state law and regulation and district policy and regulation and all related monitoring and corrective action.

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5.0 SCHOOL/COMMUNITY RELATIONS (Staff organization, evaluation, development and research)

5.1 Promote effective communication through the writing of appropriate newsletters, booklets, news releases; conduct appropriate parent and advisory group meetings.

5.2 Cooperate in the development of plans to promote good relations between school and community.

5.3 Keep the public informed about modern educational practices, educational trends, and the policies, practices, performance, and problems of the district.

5.4 Work cooperatively with colleagues from other school districts.

5.5 Work to develop and maintain cooperative and affirmative relations with municipal, county, state, and federal agencies.

6.0 STAFF

6.1 Observe and evaluate staff in accordance with approved procedures of the school district and in accordance with the schedule.

6.2 Conduct regularly scheduled staff meetings.

6.3 Conduct inservice programs for staff and orientation programs for new staff.

6.4 Keep staff aware of rules and regulations and other developments pertaining to special education and other developments pertaining to federal, state, and local remedial programs.

7.0 STUDENTS

- 7.1 Monitor the student record system to insure compliance with State statutes and local policy.
- 7.2 Monitor all procedures related to placement of special education students, consistent with Board of Education policies and guidelines and state laws and regulations.

8.0 OTHER

- 8.1 Assist in the design and development of instructional grants including, but not limited to NCLB and IDEA, as requested by the Superintendent.

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- 8.2 Perform all duties assigned by the Superintendent of Schools.

Term of Employment: 12 Months

Evaluation: In accordance with Board of Education policy and State Administrative Code.