

Director of Special Services

JOB DESCRIPTION

POSITION TITLE

DIRECTOR OF SPECIAL SERVICES

MINIMUM

QUALIFICATIONS

- Administrative Certification
- Certification and experience in a special education area
- Strong leadership and communication skills
- Administrative experience
- Demonstrated ability to work effectively in the areas of program implementation
- Proficiency in Microsoft Office and special education software
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO

Superintendent

JOB GOAL(S)

To lead staff in the development and implementation of services for students with disabilities and to oversee the fiscal and programmatic needs of the department.

PRIMARY RESPONSIBILITIES

1. Recommend for employment and assignment of Special Education staff.
2. Supervise and evaluate district special education staff.
3. Provide staff development consistent with the district's staff development plan.
4. Coordinate all special education services with those offered by other departments so as to avoid duplication and increase departmental effectiveness.
5. Develop appropriate pre-referral, referral and follow-up procedures to insure that students with special needs are promptly identified and given appropriate support services.

- 6. Insure district compliance with all state and federal regulations pertaining to the education of students with special needs as well as health services and home instruction.
- 7. Administer special education services programs.
- 8. Develop accountability procedures in order to monitor the delivery of special education services by staff.

Monitor the instructional quality of all district special education classes while carefully monitoring educational expenditures and expanding the inclusion of students with special needs.

- 9.
- 10. Develop and maintain uniform placement and follow-up procedures for students with special needs attending our district on a tuition basis and our own students who are placed out of district.
- 11. Monitor the district's delivery of support services to non-public school children through the Essex County Educational Services Commission.
- 12. Prepare the special education budget annually and monitor expenditures.
- 13. Prepare all required state and federal reports which pertain specifically to students with special needs.
- 14. Develop and submit grants and proposals to obtain state and federal funds for programs for students with special needs and to oversee program spending throughout the school year.
- 15. Coordinate and complete filing of Special Education Reimbursement Programs;
i.e. Special Education Medicaid Initiative (SEMI) and Administrative Claiming Programs (EPSDT).
- 16. Work closely with parents and community groups to develop support for district policies and departmental programs.
- 17. Recommend policies and administrative procedures to the Superintendent, which are needed to bring the district into compliance with state and federal laws as well as to improve the functioning of the Department of Special Services.
- 18. Provide other professional duties and services within the scope of the job description and as assigned by the Superintendent of Schools.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, child study team members, students, administrators, supervisors and appropriate community groups.

OF THE POSITION

TERMS OF EMPLOYMENT 12 Months
Salary to be determined by the Board