

Supervisor of Special Services, 9-12 and the Montrose Learning Center

JOB DESCRIPTION

POSITION TITLE

9-12 SUPERVISOR OF SPECIAL SERVICES and the MONTROSE LEARNING CENTER

MINIMUM

QUALIFICATIONS

- New Jersey Certification as Supervisor
- Master's Degree preferred
- Must have previous experience as a Supervisor of Special Education or as a School Psychologist, School Social Worker, LDTC, or Teacher of the Handicapped
- Strong leadership, communication and organization skills
- Competence in computer usage, word processing, data management and telecommunications
- Staff Development experience preferred
- Familiarity with federal regulations and state code requirements in the area of special education

REPORTS TO

Director of Special Services and the Columbia High School Principal

JOB GOAL(S)

· Supervise grades 9-12 special education · Motivate and coach instructional staff members · Promote effective professional development of instructional staff members · Assist in the management of special education department and Montrose activities and ensure the appropriate delivery of service to identified students

- Manage and provide leadership at the Montrose Learning Center
- Implement a comprehensive and diversified academic, attendance and co-curricular program at Montrose
- Motivate and supervise Montrose students to adjust and learn in a safe and secure environment resulting in high school graduation

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the supervisor are to lead staff in the development and implementation of instructional programs; manage student discipline at Montrose; and oversee and supervise the security, maintenance and management of Montrose. As a teacher of teachers, the supervisor will assist staff in the continuing effort to improve instructional opportunities and outcomes for students.

PRIMARY RESPONSIBILITIES

1. Establish and promote high standards and expectations for all students and staff.
2. Collect and analyze data regarding performance and experience of all students.
3. Recommend new programs and modifications.
4. Interview prospective instructional candidates and make recommendations to the Columbia High School Principal.
5. Assist in coordinating professional development activities for staff.

6. Supervise and evaluate special services instructional staff as assigned by the Principal.
7. Provide analysis of curriculum offerings based on projected needs and make recommendations for class offerings and pupil services.
8. Facilitate and encourage home-school connections, parent involvement, and engagement of families.
9. Integrate technology into teaching and learning.
10. Maintain current related content on the district website.
11. Responsibilities specific to Montrose:
 - Oversee and ensure the safe operation of the Montrose Learning Center.
 - Resolve all discipline problems in a fair, just and consistent manner, and maintain individual records of all disciplinary action taken.
 - Direct the program's attendance, instructional, and disciplinary components.
 - Provide linkage between the Montrose Learning Center and the CHS main campus, staff, professional development, co-curricular opportunities, parent, and community outreach.
 - Coordinate student course selections and scheduling in collaboration with subject area supervisors.
 - Keep individual student profiles, including credit attainment and graduation dates.

12. Perform other tasks as assigned by the Columbia High School Principal.

WORKING RELATIONSHIPS To maintain relationships with child study team members, **OF THE POSITION** teachers of the handicapped, special services staff,

Montrose staff, supervisors, administrators, students and parents.