

Supervisor of Special Services

JOB DESCRIPTION

POSITION TITLE
MINIMUM

SUPERVISOR OF SPECIAL SERVICES

QUALIFICATIONS

- New Jersey Certification as Supervisor.
- Must have previous experience as School Psychologist, School Social Worker, LDTC, or Teacher of the Handicapped.
- Strong leadership, communication and organization skills.
- Staff Development experience preferred.
- Familiarity with federal regulations and state code requirements in the area of special education.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

REPORTS TO
JOB GOAL(S)

Director of Special Services
To supervise special education instructional staff. To assist in the management of departmental activities and ensure delivery of service to pupils identified with disabilities.

PRIMARY RESPONSIBILITIES

1. Interview prospective instructional candidates and make recommendations to the Director of Special Services.
2. Assist in coordinating staff development activities for the Department of Special Services.
3. Supervise and evaluate special services instructional staff as assigned by the Director of Special Services.
4. Provide analysis of departmental offerings based on projected needs and make recommendations for class offerings and pupil services.
5. Assist in the development and practice of accountability procedures to monitor the required activities of professional staff.
6. Coordinate services by staff and contracted professionals to address student needs.
7. Assist in the preparation of state and federal reports.
8. Serve as the district's Division of Youth and Family Services (DYFS) liaison to facilitate communications and cooperation between the school district and the state agency.
9. Represent the district at State, County and Consortium meetings.
10. Supervise the ordering of consumable and instructional supplies for all the special education staff and for state and federal programs which are under the auspices of the Department of Special Education.
11. Responsible for integrating technology into teaching and learning in the content area;
12. Responsible for maintaining current related content on district website; and
13. Perform other tasks as assigned by the Director of Special Services.

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

supervisors, administrators, students and parents.

TERMS OF EMPLOYMENT 12 Months

Salary as per the ASCA Agreement