

SUPERVISOR OF SPECIAL SERVICES

Reports To:	Director of Special Services
Terms of Employment:	12 months
Salary:	As determined by the negotiated contract with CTAA
Evaluation:	Director of Special Services
Supervises:	Child study team members, related service providers, special Education teachers, special services support staff, contracted service providers and special education teaching assistants as part of the district Administrative Team.

Qualifications:

1. Supervisor certification/Principal and/or Administrator
2. Master's Degree from an accredited college or university (Special Education, ABA, Inclusion preferred).
3. Minimum of 5 years of teaching experience in a special education classroom, BCBA experience, or member of CST. Experience with special education programs, ABA, special education law, state reporting, testing, supervision of Child Study Team, instructional staff, and extended school year.
4. Knowledge of state and federal laws, regulations, and policies.
5. Experience creating and providing district wide professional development.
6. Superior organizational skills.
7. Knowledge of instructional programs for autism, behavior, learning disabilities, and mental health; knowledge of the requirements for therapeutic service providers and evaluations.
8. Excellent written and verbal communication skills, interpersonal skills, and mediation skills.

Performance Responsibilities

Program/Curriculum

1. Research New Jersey specific requirements for special education, 504, and other programs for students with special needs.
2. Design and coordinate PreK - 8 special education and intervention programs that meet the New Jersey and federal regulations for special education.
3. Develop progress monitoring systems for interventions, behavior, counseling and special education programs that meet all New Jersey and federal regulations.
4. Develop procedures, forms and templates for the provision of all special education services.
5. Conduct annual analysis, data reviews as well as other significant planning efforts to recommend appropriate program needs for students with disabilities.
6. Utilize district curriculum resources to establish appropriate parallel guidelines for special education programs and supportive services.
7. Ensure full compliance with federal and New Jersey state special education laws.
8. Coordinates and assists staff in their efforts to maintain accurate, timely, and meaningful records of pupil educational progress utilizing quarterly progress reports.
9. Conducts faculty and/or department meetings.
10. Participates in the development and articulation of the instructional programs for PreK-8.

11. Coordinates and assists certified staff for the Department of Special Services in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
12. Coordinates and assists certified staff for the Department of Special Services in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
13. Maintain and/or assist with case management responsibilities for specialized cases.

Personnel (Recruitment, Evaluation, Staff Development)

1. Plans and provides ongoing professional training and coaching to special education teachers, teaching assistants, related service providers, child study team members, and school administrators.
2. Supervises all teachers and clinical staff in special education, serving as a member of the administrative team with the Director of Special Services, principals and vice principals.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as directed by central office administrative staff.
4. Assists in the development of teacher/student schedules for PreK and in other grades where applicable in collaboration with school administrators.
5. Anticipates staffing needs due to changes in enrollments and makes recommendations for staffing to the Director of Special services and building principals.
6. Assists in the recruitment, interviewing, and hiring process for certified and non-certified staff within Special Services.

Administrative

1. Assists in selected ordering, maintaining inventory, and distribution of all related departmental materials and equipment.
2. Submits departmental annual goals and related progress to the Director.
3. Assists in the interpretation/articulation of the department's program to the parent community and general public.
4. Supports and coordinates all parent advisory groups and family training activities.
5. Assists with the coordination of social, emotional learning initiatives, programming, and evaluation.
6. Assist the director with preparation of the budget, purchase orders and monitors the expenditure of funds, as required.
7. Assists with the direct supervision and operational management of specific special education programs as outlined by the Director.
8. Supports the preparation and completion of county, state and other reports as well as the preparation and monitoring for state and other special services audits.
9. Assists with Project Child Find activities.
10. Represents the district at state and county special education meetings.
11. Assists in overseeing selected out-of-district placements under the direction of the Director and in coordination with CST.
12. Plans, develops, and coordinates all phases of Extended School Year Programs.
13. Coordinates schedules and supervises selected Teaching Assistants.
14. Assists in supervising and coordinating the district-wide testing program for classified students.
15. Performs all other duties and responsibilities as assigned by the Director.