

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Assistant Superintendent of Pupil-Special Services

**II. PRIMARY FUNCTION**

Administration and supervision of the special services department, child study teams and related special education programs, including home instruction program and supplemental instruction program

**III. REPORTS TO**

Superintendent of Schools

**IV. SUPERVISES**

- Supervisors
- Child Study Teams
- Counselors
- Nursing Services
- Other staff, as assigned

**V. QUALIFICATIONS**

- Certified or eligible for New Jersey certification as School Administrator
- Master's Degree – Doctorate preferred
- Minimum of five (5) years of successful administrative or supervisory experience in special education
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Direct the development, implementation and evaluation of programs and services related to the special services department, i.e., special education programs, home instruction, speech and out-of-district placements
- Supervise and coordinate the child study teams, including the development and implementation of procedures for the evaluation, classification and placement of atypical students
- Supervise and evaluate child study teams assigned to the special services department and monitor the evaluation of special education teachers and speech therapists assigned at the building level
- Represent the district in all hearings/appeals (local/county/state) regarding programs and services related to the classification and placement process
- Prepare and submit required state/federal funding applications and reports and other reports, as required
- Prepare budget recommendations regarding programs and services related to the special services department and special education
- Develop and maintain effective working relationships and communications with staff, parents, community groups and student agencies
- Prepare, modify and evaluate the annual special education plan mandated by the state
- Monitor the implementation of special education curriculum and instruction

- Disseminate information on new educational research and new state department rules and regulations in the area of special services
- Assist in the screening, interviewing and hiring of certified, as well as non-certified, personnel for special services positions
- Performs such other duties as may be assigned by the Superintendent of Schools and/or designee

## **VII. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/ASSISTANT SUPERINTENDENT OF PUPIL-SPECIAL SERVICES

APPROVED: January 24, 2011