

## **JOB DESCRIPTION**

### **I. TITLE**

Supervisor of Pupil-Special Services

### **II. PRIMARY FUNCTION**

Supports the Assistant Superintendent for Pupil-Special Services in providing leadership for the special education program. Aids in the organization and supervision of this program and in ensuring the successful functioning of the program.

### **III. REPORTS TO**

Assistant Superintendent for Pupil-Special Services and/or designee

### **IV. SUPERVISES**

Special education teachers, paraprofessionals, teacher aides, related service providers and CST members for Grades Pre-K – 12 assigned to the preschool, elementary, middle and high school buildings.

### **V. QUALIFICATIONS**

- Must possess a valid Standard New Jersey Instructional Certificate endorsed for Teacher of the Handicapped or Students with Disabilities or a NJ Certificate as a School Social Worker, School Psychologist, LDTC or Speech-Language Specialist.
- Must possess (or be eligible for) a valid New Jersey Supervisor Certificate or Standard Principal Certificate.
- Experience on the Child Study Team preferred.
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

### **VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Coordinates the identification of appropriate instructional services and textbooks to support the district's instructional program and which complies with the district's textbook adoption policy.
- Orchestrates the recruitment, screening, and recommendation of highly qualified personnel to school administrators and central office administrators for interviewing and hiring.
- Evaluates the effective implementation of all district curriculum through on-going informal and formal classroom observations that reflect a critical assessment of student engagement conducive to optimal student learning in compliance with students' individualized education programs.
- Attends general education curriculum area meetings to reinforce and support instruction in special education classes.
- Coordinates with school administrators in the improving student achievement in the on-going collection, use, and analysis of student achievement data to design appropriate programming for all in-district special needs' students to address their wide range of disabilities, diverse learning styles, and appropriate modifications/accommodations.
- Conducts regular, periodic meetings of special education teachers and coordinates their attendance at appropriate general education curriculum area meetings.
- Collaborates and participates in the implementation of effective communication between home and school, out-of-district placements, agencies, and service organizations.

- Collaborates in the development, implementation, and evaluation of comprehensive, high quality and on-going professional development programs.
- Participates in professional development that addresses the specific areas of responsibility of the Supervisor of Pupil-Special Services.
- Participates in the district's budget development process to ensure equitable allocation of funds that support curriculum design, implementation, and evaluation.
- Evaluates the performance of special education teachers assigned to Pre-K through twelfth grade to ensure the successful implementation of the curriculum.
- Monitors and reviews lesson plans of the special education teachers assigned to Pre-K through twelfth grade to ensure the successful implementation of the curriculum.
- Evaluates the performance of child study team members assigned to the Pre-K to twelfth grade buildings to ensure successful program and transitional planning of all special education students.
- Evaluates the performance of related service providers, contracted providers, and other staff assigned to the Pre-K through twelfth grade buildings (occupational therapists, physical therapists, speech and language specialists, itinerant teachers, and other personnel hired by the district) in meeting the IEP needs of special education students.
- Analyzes and monitors special education goals for evidence of on-going student progress as indicated in the individualized education program.
- Collaborates with school administrators in the scheduling of all special education students.
- Collaborates in the writing of grants and proposals benefiting special education students.
- Monitor and review all individualized education programs for the district's special education students.
- Collaborates and participates in IEP meetings to provide resources and supports to parents, teachers, child study teams and other IEP participants.
- Collaborates with case manager to coordinate full and shared-time students at the county vocational schools and to coordinate Community based Instruction and Structured Learning Experiences in sixth to twelfth grade.
- Collaborates with the board attorney by providing information, assistance, and consultation when necessary.
- Organizes, supervises and evaluates the mandated extended school year programs for special education students in the district.
- Participates and plans with other Supervisors of Pupil-Special Services and the Assistant Superintendent for Pupil-Special Services to ensure department and district policies and procedures are consistently implemented in Pre-K to twelfth grade.
- Performs such other duties as may be assigned by the Superintendent or designee.

## **TERMS OF EMPLOYMENT**

- VII.** Twelve-month position in accordance with provisions of EPSA/BOE contract and Board Policy.