



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Supervisor of Special Services

**REPORTS TO:**

Director of Special Services

**QUALIFICATIONS:**

1. Valid New Jersey Supervisory Certificate or Administrative Certificate.
2. Minimum of five years teaching experience.

**GENERAL DESCRIPTION:**

The Supervisor of Special Services shall be directly responsible to the Director of Special Services for the execution of his/her duties as defined and such other duties as the Director/Supervisor of Special Services may assign.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Provide assistance to the Director/Supervisor of Special Services.
2. Participate in the supervision and evaluation of special services staff.
3. Assist in the preparation of reports in the special services area.
4. Participate in planning and supervision of in-service training programs for special services personnel and regular staff.
5. Serve as chairperson at Child Study Team Department meetings in the Director's absence.
6. Serve as chairperson at Building – Level Special Ed Staff meetings.
7. Assist in the receipt and processing of applications for placement in special education classes.
8. Participate in the collection of statistical data required in completing state and federal reports and grants.
9. Assist in the preparation of budgets for the Special Services Department.
10. Assist in the development of submissions of proposals for securing available state and federal funds.
11. Participate in meetings for parents of special education students.
12. Participate in maintaining liaison with a parent advisory committee and in working cooperatively with this group.
13. Assist in the development, monitoring, and analysis of Special education District Goal in Special Services.
14. Supervise the development and operation of Extended School Year program for students with IEP's.
15. Coordinate special service staffing needs with CST and building administration.
16. Perform such other tasks and assume such other responsibilities as assigned by the Director of Special Services.

**WORK YEAR:** Twelve-month position.

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education