



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Director of Special Services
REPORTS TO: Superintendent
QUALIFICATIONS:

1. Master's degree or doctorate
2. Academic training and/or administrative experience in special education or special services
3. New Jersey Department of Education School Administrator certificate
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

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

ESSENTIAL JOB FUNCTIONS:

A. Administration and Supervision

1. Serves as the Director of Special Education.
2. Supervises, plans, coordinates, and articulates all program activities and activities of all staff members, including non-professional staff assigned to the Department.
3. Observes and evaluates the performance of assigned staff members in accordance with district policy.
4. Coordinates the activities of special education with those of the Child Study Team and with other instructional programs.
5. Serves as liaison between the district, outside support agencies, sending districts, receiving districts, special schools, and institutions.
6. Provides reports in the special services area.
7. Interviews and screens applicants for positions in special services and make recommendations for employment.
8. Plans and supervises in-service training programs for special services.
9. Obtains services of, and acts as liaison between, the district and outside consultants.
10. Arranges for admission to and dismissal from the homebound instructional program for those students who are eligible.
11. Manages 504 compliance.
12. Manages Nurses.

B. Child Study Team

1. Schedules Child Study Team meetings and serves as chairperson at all meetings.
2. Makes decisions concerning the development of a case study when questions arise concerning the handling of a particular case.
3. Ensures adequate record keeping for each case study.
4. Ensures timely scheduling of all conferences between team members, other professional staff, and parents.
5. Assures operational procedures are established and maintained so that all cases are thoroughly followed to conclusions.

6. Develops procedures for team members and other personnel to be in compliance with federal and state laws regarding special education.
7. Receives and processes out-of-district applications for placement in special education classes.

C. Operations

1. Maintains and secures all requisite records for children who have been referred to, or enrolled in one of the special education program.
2. Prepares all special services and special education forms and reports required by the county, state or federal government.
3. Maintains liaison with the Transportation Department so that all transported special education students receive appropriate transportation.
4. Collects statistical data required in planning the special education program.
5. Prepares budgets for programs pertinent to special education and Child Study Team services.
6. Develops plans and submit proposals for securing available state and federal funds.

D. Other

1. Represents the district in regionally and nationally sponsored research projects.
2. Recommends policies and programs essential to the needs of exceptional children.
3. Interprets the philosophy and practices of special services to administrators, staff, and the public at large.
4. District Coordinator for ADA and Title 9.

E. Public Relations

1. Holds regular informational and guidance meeting for parents of special education students.
2. Consults with parents of special education students as requested.
3. Maintains a Parent Advisory Committee and work cooperatively with this group.
4. Maintains close contact with the Parents of Exceptional Children.
5. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent.

WORK YEAR: Twelve-month employee
DATE APPROVED: October 18, 2016
APPROVED BY: Board of Education