

# WATCHUNG BOROUGH PUBLIC SCHOOLS

## JOB DESCRIPTION

### SPECIAL SERVICES

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**TITLE:** DIRECTOR OF SPECIAL SERVICES

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Valid New Jersey Certificate as Teacher of the Handicapped, School Social Worker, School Psychologist or LDTC in one or more of the aforementioned areas preferred
2. Valid New Jersey Principal or School Administrator Certification
3. Minimum of three (3) years teaching experience (preferably in special education)
4. Experience as a Child Study Team Member or Supervisor of Special Services preferred

**SUPERVISES:** Child Study Team members, speech/language specialists, nurses, consultant therapists or any other personnel designated by the Superintendent. Collaborates with Principals in the formal evaluation of special education professional staff and paraprofessionals (instructional aides).

**JOB GOAL:** Ensures compliance with all Federal and State mandates in special education and provides, to the maximum extent appropriate, equal educational opportunities for students with disabilities to participate in the regular education curriculum

#### PERFORMANCE RESPONSIBILITIES:

1. Prepares all Federal, State and local reports on special education programs
2. Prepares and monitors all Federal entitlement and discretionary grant awards
3. Keeps district staff, parents, and appropriate members of the public informed of all legal requirements governing special education
4. Develops and maintains complete and cumulative records of all classified students and monitors access to records in a manner compliant to code
5. Prepares the district's Special Education Program for onsite monitoring by Federal and State officials.
6. Develops procedures for student referral, identification, evaluation, eligibility, classification, IEP, placement, annual review and reevaluation that comply with requirements for parental notice, participation and consent
7. Develops procedures for periodic review of status of all classified pupils including monitoring of computerized IEP and data base system
8. Schedules and assigns Child Study Team members, teachers, therapists and instructional assistants to ensure compliance with all IEP mandated services.
9. Develops annual budget recommendations for Department of Special Services
10. Attends public Board of Education meetings and appropriate committee meetings as directed by the Superintendent or his/her designee
11. Performs such other duties as assigned from time to time by the Superintendent or his/her designee

#### SUPERVISION:

1. Supervises and coordinates all case management, instructional and clerical tasks with the Department of Special Services
2. Supervises and coordinates home instructions for homebound or hospitalized students
3. Serves as district liaison for the Homeless to the County Office of Education
4. Supervises special education Summer Extended School Year Programs
5. Supervises instructional activities involving full continuum of services and programs
6. Develops in-service training programs for appropriate district staff
7. Assists in the recruitment, selection and recommendation for hiring all special education staff
8. Coordinates with building Principals in the formal evaluation of special education professional staff, instructional assistants and therapists
9. Supervises and coordinates the district nurses, policies and procedures
10. Works with district School Physician to coordinate and oversee district health procedures, State mandates and protocols
11. Works with the business office to act in conjunction with them while serving as the Medicaid Official

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**EVALUATION:**

1. Interprets the objectives and programs of the special education services to the Board of Education, appropriate district staff and the public at large
2. Organizes and coordinates research related to innovative strategies in the education of students with disabilities
3. Evaluates the effectiveness of existing programs and recommends changes and revisions as needed
4. Evaluates all out-of-district placements of classified students approved by the Board of Education
5. Evaluates performance of Child Study Team Members, support staff and other staff as appropriate
6. Checks individual building master schedules to maintain compliance with IEP mandated services and programs
7. Develops waiver requests, when appropriate, to the County Office of Education
8. Periodically reviews Board of Education policies and procedures in providing special education services to students with disabilities to ensure inclusion of appropriate State and Federal citation

**COORDINATION:**

1. Coordinates all issues involving code compliance with district's attorney and represents district at New Jersey Department of Education due process/mediation meetings
2. Cooperates with public and private agencies, organizations and professional personnel in securing appropriate services for students with disabilities
3. Arranges and monitors appropriate educational placements for students with disabilities who cannot be provided educational services in district
4. Coordinates IEP mandated transportation issues with district's transportation officials
5. Participates in the planning and equipping of all special educational classrooms
6. Coordinates efforts of Child Study Team to release regular and special education teachers to attend mandated meetings
7. Represents district on local, county, and state special education, PTA's and councils

**TERMS OF EMPLOYMENT:** As set forth in the contract between the Board of Education and the Director of Special Services, 12 month position

**EVALUATION:** Performance in this position shall be evaluated annually as required by law and in accordance with provisions of the Board's policy on the evaluation of professional personnel and New Jersey Administrative Code.

**APPROVED:** January 2, 2019