

**ASSISTANT SUPERINTENDENT
OF PUPIL AND SPECIAL SERVICES**

Title: Assistant Superintendent of Pupil and Special Services

Qualifications:

1. New Jersey School Administrator Standard Certificate or Certificate of Eligibility
2. Successful Principal, Director, or Supervisor Experience

Primary Function:

Assumes responsibility for the thorough and efficient operation of the district's Special Services and Student Registration, Attendance, and Enrollment programs, and any other functions as directed by the Superintendent of Schools, and in accordance with State Law and established Board of Education policies.

Reports to:

Superintendent of Schools

Supervises:

Special Education Teachers, Paraprofessionals, Speech and Language Therapists, Child Study Teams, Physical/Occupational Therapists, Special Education/Registration Secretaries and other personnel as designated by the Superintendent of Schools in accordance with established Board of Education policies.

Major Duties and Responsibilities:

Pupil Services

1. Collect ASSA data to determine State Aid, NCLB, IDEA Regular and Pre-School, Extraordinary Aid, ARRA, and Child Nutrition funding. Review with the SIS Manager and correct data collection documents submitted by the schools in all of the data elements per student.
2. Collect and analyze student attendance data from each school. Maintain an accurate enrollment count and prepare and submit Annual Daily Attendance Report.
3. Supervise the enrollment and attendance of all pupils in preschool through 12th grade as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
4. Coordinate and direct the district's SRO and attendance officer to investigate student residency and truancy matters as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
5. Remain abreast of and continue to develop a knowledge of current developments and new trends in student enrollment, registration, and attendance.

6. Prepare and maintain student enrollment, registration, and attendance records and reports as required by law, state directives, and district policy and administrative regulation.
7. Coordinate the placement and transportation for all DCF and OCF placements in and out of the district. Prepare all letters for the payment of tuitions in and tuitions out of district. Provide the BA with all documentation for tuition contracts. Make all arrangements for placement and transportation within 5 days per code.
8. Collect all information and approve the homeless status of students in and out of district. Prepare all letters for payment of tuition in and tuition out. Provide the BA with all documentation for tuition contracts. Complete annual Homeless Reimbursement documents for NJDOE funding for out-of-state homeless students attending Sayreville schools.
9. Complete this annual survey of students and their Home Languages.
10. Oversee and manage all data collections regarding the student qualifications for the Free or Reduced Breakfast and Lunch Programs.

Special Services

1. Remain abreast of current developments, trends, and modifications related to the law in Special Education and related services.
2. Lead and coordinate all activities pertinent to compliance with the Individuals with Disabilities Act, and New Jersey statutes and regulations governing Special Education, specifically Title 6A, Chapter 14.
3. Plan and administer a program, which provides a free and appropriate public education (FAPE) for all classified students consistent with the requirements of state and federal law.
4. Serve as a consultant to administrators and the Board of Education.
5. Serve as a liaison to agencies that provide diagnostic and/or treatment services to children and parents.
6. Supervise and evaluate Special Education Teachers, Speech and Language Therapists, Psychologists, Social Workers, Learning Disability Teacher-Consultants, Physical/Occupational Therapists, paraprofessionals, and special education and student registration/enrollment secretaries.
7. Coordinate the district-wide testing alternate proficiency assessment (APA) or Dynamic Learning Maps testing program, including the preparation of procedures for selection, ordering, distribution, administration and scoring of tests, and reporting and interpreting test results.
8. Lead and coordinate the district's special education and related services program, including academic, social and emotional counseling, and transition planning.
9. Serve as the Superintendent of School's representative at all county and state meetings relating to special education and students registration and enrollment.
10. Assist in the development of the district's annual budget for special services as directed by the Superintendent of Schools in accordance with existing Board of Education policies.
11. Prepare the required IDEA grant application, administer funded programs, and complete all required reports.
12. Prepare required Extraordinary Aide applications and submits them to the NJDOE.

13. Oversee the district Special Education Medicaid Initiative, ensure parental consent for eligible students, and the budgeted reimbursement of eligible services for them annually.

Financial and Business Management

1. Follow district policies and procedures relative to the use of public funds and property.
2. Work cooperatively with the business administrator to develop a pupil and special services budget.
3. Make recommendations to the Superintendent, Assistant Superintendent and Building Administrators regarding pupil and special services.
4. Work cooperatively with the School Business Administrator regarding accurate records, purchase order processing and other related fiscal matters.
5. Assume responsibility for signing contracts and purchase orders involving pupil and special services commitments and purchases.

Additional Duties

14. Assist in upholding and enforcing school rules, administrative regulations, and Board of Education policy.
15. Assist in the development of reasonable school rules/procedures and maintains order in a fair and just manner.
16. Performs other duties, which may be in the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under the authority of the Board of Education.

Terms of Employment: Twelve-month position.

Evaluation Criteria: In accordance with provisions of the Board’s policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption Date: May 2, 2023