

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****DIRECTOR OF CHILD STUDY TEAM****JOB GOAL**

To provide the highest educational leadership, resourcefulness and integrity resulting in the most creative and productive programs for children with varying types of disabilities.

SUPERVISES

Child Study Team and/or adjunct of ancillary consultative staff.

REPORTS TO

Chief Academic Officer.

QUALIFICATIONS

1. A master's degree from an accredited graduate program in either special education, student personnel or educational administration, or other appropriate discipline represented by graduate psychology, speech or social work.
2. A valid New Jersey Certificate as a School Administrator or Principal/Supervisor.
3. At least five (5) years experience in education, of which three (3) years must have been in teaching or supervision within the field of special education or child study.
4. Such alternatives to the above requirements as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Direct responsibility for the supervision and evaluation of basic Child Study Team and/or adjunct of ancillary consultative staff.
2. Shared responsibility with the Chief Academic Officer for the selection, supervision, and evaluation of Child Study staff.
3. Assist staff in formulating professional growth goals and objectives through a consistent program of on-going supervision.
4. Responsible for the recommendation of tenure to the Superintendent of Schools for members of the Child Study Team and special education staff.
5. Assist in the written job descriptions which define the responsibilities of Child Study Team and special education staff.
6. Render technical and/or administrative assistance to the Superintendent of Schools and other district administrators in the areas of education pre-school, testing, corrective and remedial and vocational and community education.
7. Develop all procedures for the referral, identification, evaluation, classification and placement of students with disabilities as the Chief Academic Officers's designee.
8. Coordinate procedures for placement, transfer and termination of students in special education programs.

9. Keep informed of current legal requirements governing special education, especially the state rules and regulations.
10. Implement curriculum and program planning, pre-service and in-service training for teachers of students with disabilities, and assisting with in-service for regular teaching staff.
11. Coordinate and supervise home instruction for homebound or hospitalized special education students.
12. Develop procedures to secure, document and safeguard confidential records including, but not limited to, medical reports, psychological examinations and social/developmental histories, and in establishing a sending-receiving relationship with parental approval.
13. Develop procedures to secure, document and safeguard confidential records including, but not limited to, medical reports, psychological examinations and social/developmental histories, and in establishing a sending-receiving relationship with parental approval.
14. Engage in grantsmanship to provide funding for special education programs.
15. Develop and maintain complete and cumulative individual records of all classified children.
16. Review preparation of attendance reports and similar data necessary for reimbursement of funds.
17. Maintain a permanent inventory of equipment purchased for special education.
18. Responsible for annual special education budget, requisitioning, ordering and paying for all special education equipment and supplies with approval of the Chief Academic Officer, Superintendent of Schools, Business Administrator and Board of Education.
19. Arrange for transportation of all special education students in cooperation with the transportation coordinator.
20. Organize and coordinate research relating to problems in the education of the students with disabilities.
21. Participate in district level curricular and administrative meetings by interpreting the objectives and programs of special education and Child Study.
22. Act as the representative of the District in matters of Child Study appeal and hearing cases.
23. Approve all new special education/Child Study proposals before implementation and require periodic follow-up as to effectiveness and efficiency.
24. Represent the interests of the District in regional, state and local community special education organizations, including regional consortia and parent activity groups.
25. Responsible for preparing and submitting the ASSA report.
26. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
27. Perform such other tasks and assume such other duties as may from time to time be assigned by the Chief Academic Officer or Superintendent.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Strong supervisory and leadership skills.
3. Ability to create, maintain and analyze department budget.
4. Ability to analyze, anticipate and schedule special education course offerings.
5. Attention to detail with a focus on thoroughness and quality.
6. High integrity and ethical standards.
7. Regular attendance.
8. Prolonged periods sitting at a desk and working on a computer.

- 9. Ability to attend and preside over lectures and meetings.
- 10. Ability to traverse school facility.

TERMS OF EMPLOYMENT

Length of contract, salary, benefits, and work year (vacation, etc.) to be set by the Board of Education. Negotiable items may be handled through the appropriate administrators bargaining unit.

EVALUATION

Performance of this position will be evaluated by the Superintendent, Chief Academic Officer or designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **May 24, 2023**