

Lacey Township School District

JOB TITLE: SUPERVISOR OF SPECIAL EDUCATION (7-12)

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Valid New Jersey teaching certificate in Teacher of the Handicapped (TOH) or Students with Disabilities (SWD).
3. Minimum of five years of teaching/administrative experience.
4. Successful experience with programs dealing with students with disabilities.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Ability to plan, organize and administer a district-level professional development program.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal, Director of Special Services and District Supervisor

SUPERVISES: All staff as assigned

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation coordination and evaluation of the grades 7-12 instructional programs designed to ensure that all students meet and exceed District and State academic standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

JOB FUNCTIONS AND RESPONSIBILITIES:

Special Education

1. Supervise special education teachers and aides, as necessary, and provide direction and assistance for improvement.
2. Work cooperatively with building principals and district administrators to resolve issues and ensure the effective and efficient provision of special education programs and services.
3. Coordinate staff development for special services personnel, including child study team members, speech-language specialists, related services providers, teachers and aides.
4. Communicate frequently and clearly with parents, guardians and caregivers. Resolve problems and respond to parental requests for information or assistance in a timely fashion. Participate in the coordination of parental activities, including committees and parent meetings.
5. Demonstrate knowledge of the state and district's special education policies and procedures.

6. Assist in the coordination of activities between special services personnel and the school-based Intervention and Referral services teams to ensure effective general education interventions.
7. Assist in the coordination of efficient allocation of materials and supplies.
8. Participate in monthly special education meetings, department of instruction meetings and other meetings as deemed necessary.
9. Maintain positive relationships with the building administration, parents, other staff and students in the buildings.

Curriculum and Instruction

1. Works with principal and teachers in implementing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Works with principal and teachers to study, evaluate, and, as appropriate, recommend the adoption of new instructional materials, methods and programs.
3. Provides supportive leadership in the development of the 7-12 instructional program and achievement of state standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.

Meetings and committees

1. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

Constructive Interaction with staff

1. Meets on a regular basis with teachers for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
2. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff.

Information and resources

1. Works with principal to maintain a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

Other

1. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted inservice education program for all staff in the district.

2. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel, as directed.
3. Assists in the reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used in the school
4. Performs other duties as may be assigned by the Principal and/or District Supervisor.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

APPROVED BY: _____

DATE:

BOARD APPROVED

September 19, 2016

REVISED: _____