

PROFESSIONAL STAFF POSITION

TITLE: Director of Special Programs

QUALIFICATIONS:

1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

SUPERVISES: Child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education, health services personnel and registration support personnel

JOB GOAL: To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors IEP implementation.

4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.

Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.

Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principals to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of inservice and training programs.
3. Prepares and administers the departmental budget.
4. Prepares and submits required state and federal reports, such as IDEA and IDEA grants, Annual Data Report, ASSA Report, NJSMART, End of the Year Report, Extraordinary Aid Application.

Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Oversees the I&RS and 504 programs.

3. Performs other related duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT:

Twelve months. Salary to be determined by the board through negotiations with the Freehold Administrators Association.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.