

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## JOB DESCRIPTION

### *ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES AND PROGRAMS*

#### **QUALIFICATIONS:**

1. School Administrator Certification required.
2. Master's Degree required; additional degrees'/coursework desirable.
3. Minimum 3 years' experience as a building principal strongly preferred.
4. Five years successful teaching experience.
5. Knowledge of current laws, rules and regulations governing special education.
6. Demonstrated knowledge, skills, and abilities in communication skills
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **REPORTS TO:**

Superintendent of Schools.

#### **TERMS OF EMPLOYMENT:**

Twelve-month year, salary to be determined by the Board of Education upon the recommendation of the Superintendent.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### **SUPERVISES & EVALUATES:**

District staff as assigned by Superintendent of Schools.

#### **ESSENTIAL FUNCTION & SKILLS:**

The Assistant Superintendent for Student Services and Programs is responsible for the development, direction, coordination and evaluation of student programs and services, speech services, school social work, psychological services, corrective remedial services and special education services for children with special needs. This person has responsibility for the supervision and evaluation of the Special Services and Student Services staff that include Guidance, Substance Abuse Counselors, Child Study Team members, Asst. Principals of Student Services, Asst. Director Special Services, and the Supervisor of Student Services.

The Assistant Superintendent for Special Services and Programs is responsible for ensuring student services and ESL programs are in compliance NJ Administrative and Regulations. He/She makes recommendations to the Superintendent of Schools concerning desirable policies, the further development of Special Services, Student Services, ESL programs, and the implications of all aspects of the school program.

#### **PERFORMANCE RESPONSIBILITIES:**

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### *ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES AND PROGRAMS*

#### *Office of Special Services*

1. Recommend policies and programs essential to the needs of children, especially those with special needs.
2. Provide leadership in establishing new programs and improving existing programs and develop improved understanding of existing programs.
3. Develop procedures for referral, securing records, reports, screening, placement, evaluation, assignment, and reappraisal of students vis-à-vis the special education services program.
4. Evaluate, on an ongoing basis, the total special education program, curricula, procedures, and individual students' needs and achievements.
5. Supervise and coordinate activities of child study teams.
6. Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
7. Evaluate professional personnel serving in the special education area.
8. Assist in recruitment, selection, and recommendation for hiring/discipline/dismissal of any special services personnel.
9. Conduct regular meetings with staff, parents, and community stakeholders.
10. Provide parents with all information pertaining to the overall classification and placement process in a manner that is easy to understand and that demonstrates concern for not only the welfare of the students but also the concerns of the parents. This shall include all appeal procedures.
11. Keep informed of all legal requirements governing special education in order to ensure compliance.
12. Assume responsibility for compiling, maintaining, and filing all reports (ADR, ASSA, End of Year Report, etc.), records, and other documents legally required or administratively useful.
13. Develops and writes the IDEA Grant and submits it in a timely fashion.
14. Develop and fully implement the SEMI federal grant program.
15. Supervise preparation of attendance reports and similar data necessary to reimbursement of funds, collection of tuition for out-of-district students, and similar fiscal matters.
16. Develop budget recommendations and provide expenditure control on established budgets for special services.
17. Maintain a permanent inventory of equipment purchased by special services.
18. Coordinate departmental operations with other school district departments.
19. Recommend placement and transfer assignments of all special services staff.
20. Develop and/or implement and/or recommend in-service programs that would enhance the functioning of the department.

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21. Attend such workshops, conferences, and courses as are necessary and approved in order to maintain knowledge and grow professionally.
22. Coordinate responses to crisis.
23. Works with staffing agencies to provide related services to provide services or program continuity when necessary.
24. Serves as the District Homeless Liaison
25. Serves as the District 504 Coordinator and Home Instruction Coordinator.
26. Carries out such other duties as may be assigned by the Superintendent.

#### *Student Services*

In collaboration with the Assistant Superintendent for Curriculum & Instruction,

1. Ensure effective coordination of services so that special education and identified struggling students have an opportunity to participate in Academic Support Programs, including: basic skill improvement, bilingual education (including English as a Second Language), and gifted and talented education;
2. In collaboration with the Assistant Superintendent for Curriculum and Instruction, ensure the integration of Content Standards and the utilization of approved textbooks and materials within special education programs, Bilingual/ESL programs, and services;
3. In collaboration with the District Administrative Team, provide parents with essential information and training to take advantage of program opportunities and assist their children in their studies;
4. In collaboration with Principals and Asst. Principals ensure effective prevention and crisis intervention supports and programs are available to all students and staff.

Administer guidance programs and services, including:

- Establish effective channels of communication among school and program personnel and with agencies, colleges and universities, and service providers;
- Establish individual interests and needs, academic achievement, social behavior, promotion and graduation requirements, program requirements, and career goals as essential factors for personal counseling, educational programming decisions, and instructional schedule development;
- Ensure that each counselor has identified all students that require additional academic support and/or special education programs and services, has initiated the appropriate referral process, and has confirmed the provision of services;

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- Provide personal, career and educational counseling;
- Utilize personal and group counseling sessions;
- Provide an informational resource for family services, school activities, community service opportunities, post-secondary education, and employment opportunities;
- Present proposals and reports to the administration, program and school staff, and community as required.

#### *ESL Programming*

In collaboration with the Assistant Superintendent of Curriculum and Instruction;

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Work cooperatively and collectively with Principals, staff, and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating frequently with supervisors and Principals on a regular basis.
4. Provide supervisory and coordinating responsibility for instructional programs in the Content Standards as it relates to English Language Learners.
5. Plan, organize, implement, supervise, coordinate, and evaluate programs in the Content Standards and ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies, and regulations.
6. Provide leadership and coordination in the development of curriculum and the implementation of instructional programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development specific to special populations.
7. Provide opportunities for effective staff development that address the needs of the instructional program, including, workshops, conferences, visitations, demonstration lessons, and sessions in which the staff shares successful practices and strategies.

#### *Preschool*

1. Maintain vision and goals of the Preschool program.

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2. Will direct oversight of the outreach, operations of preschool, curriculum implementation, professional development, and community supports as enrollment increases.
3. Oversee funding requirements and budget maintenance.

DATE ADOPTED BY BOARD: April 26, 2021

AGREED TO BY INCUMBENT:

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Signature

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Print

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Date