

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

Supervisor of Student Services and Programs

QUALIFICATIONS:

1. Proper New Jersey certification required.
2. Supervisor or Principal's certification required.
3. Master's Degree in Education, Counseling, Psychology, Social Work, or related field required.
4. Strong interpersonal and communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

Responsible for providing academic, emotional, and physical support services to students and staff. The Supervisor will provide leadership and supervision by ensuring efficacy of special education and support programming. The Supervisor coordinates the systematic implementation of the district's Multi-Tiered System of Supports (MTSS), Positive Behavior Intervention and Supports (PBIS), and Social-Emotional learning (SEL).

SUPERVISES and EVALUATES:

Such staff members as the Assistant Superintendents' designate in collaboration with building Principals.

REPORTS TO:

Assistant Superintendent of Student Services and Programs or designee.

TERMS OF EMPLOYMENT:

12-Month Employee

EVALUATION:

The Assistant Superintendent of Student Services and Programs will evaluate performance on the ability and effectiveness in carrying out the above job description and other related job responsibilities.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

The performance expectations include, but are not limited to, the following functions/tasks:

1. Attends Child-Study Team meetings when Assistant Director of Student Services is not available.
2. Supervises and coordinates scheduling, staffing, training, direct services and other administrative duties.
3. Assists student services in the implementation of the instructional objectives for students.
4. Observes and assists with the classroom performance of student services in cooperation with the building principal and supervisory staff.
5. Plans and provides in-service related to student services.
6. Establishes progress monitoring processes and data collecting procedures.
7. Collaborate with Principals and Student Support Teams at each building to support intervention implementation.

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8. Provide coaching for staff to build capacity for providing more effective Tier 2 and Tier 3 supports.
9. Assist school based Student Support Teams with data analysis.
10. Monitor processes to ensure compliance and adherence to district procedures, state guidelines, and federal regulations.
11. Work with staff to identify and implement best instructional practices for behavioral success.
12. Design and facilitate PD for strategies and interventions for working with students to increase their social, emotional, and behavioral competencies, data collection, social skills, ABA techniques, and supporting sensory needs and self-regulation in the classroom.
13. Works with building administrators, supervisors, and related student services to assure appropriate services for identified students.
14. Complies with and supports school and division regulations and policies.
15. Performs related duties as assigned by immediate supervisor(s) in accordance with the school/system policies and practices.
16. Supervises and has responsibility for all clinical services delivered by faculty and non-faculty clinicians under the guidance of the Assistant Superintendent of Student Services.
17. Plans, develops, manages, and evaluates program implementation to ensure fidelity and integrity of student programs
18. Assists with the supervision of the activities of professional staff.
19. Responsible for the recruitment, selection and training of staff.
20. Develops and implements curriculum, clinical and training budgets in collaboration with the Assistant Superintendent of Student Services.
21. Assists the Assistant Superintendent of Student Services in preparation and monitoring of the program's budget.
22. Consults with the Assistant Superintendent of Student Services, Child Study Teams and student services staff for provision of appropriate services.
23. Performs all other tasks and assumes such other duties and designated by the Assistant Superintendent of Student Services.
24. Carries out such other professional duties as may be assigned by the Superintendent. and/or his/her designee.

ADOPTED BY BOARD: _____

DATE: _____

AGREED TO BY INCUMBENT: _____

DATE: _____
