KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Supervisor of Special Education Services

(Rev. 12/17/12, Rev. 04/28/2016)

Qualifications:

1. Master's degree from an accredited college or university;
2. Certification as a Supervisor, Director of Student Personnel Services or School Administrator;
3. Possess three years' experience as a Special Education teacher or Child Study Team member.

Reports To: Chief Academic Officer

Supervises: Special Education Staff and Child Study Team

Job Goal: To plan, conduct and evaluate the Special Education Department and Child Study Team in an educationally sound manner and in accordance with applicable laws and regulations. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Supervise the activities of the Child Study Team and other members of the Special Education Department.
2. Attend meetings, conferences and workshops which will enhance continued professional development relating to job description and Special Education Department responsibilities.
3. Chair monthly meetings of the department and send agendas and reports to the Principals and Superintendent if applicable.
4. Help in the preparation of reports within the total school environment including recommendations for improvement and needed change of Special Education programs.
5. Assist in developing methods, procedures and techniques that will aid the Child Study Team in writing educational programs appropriate for our students.
6. Attend regularly scheduled meetings with Administration.
7. Develop and control of the annual budget for the Special Education Department.
8. Conduct interviews of candidates for positions in the Special Education Department and make recommendations to the Superintendent.
9. Design the Delivery Plan for Special Education Services through completion, administration and monitoring as mandated in N.J.A.C. 6:28.
10. Develop in-service educational programs for staff development and improvement related to Special Education. The programs may be planned for school-wide or departmental in-service.
11. Serve as a member of the evaluation and placement team on an as-needed basis.
12. Maintain a continuous liaison with human services agencies.
13. Maintain and control all Child Study Team records.
14. Coordinate the due process procedures.
15. Participate in the writing of individualized educational programs for Special Education students.
16. Assign incoming or newly referred students to appropriate case manager.
17. Evaluate teacher and Child Study Team performance through classroom visitation, written reports, conferences and annual performance reports and professional improvement plans.
18. Provide educational and professional leadership for the Special Education Department by developing programs for curriculum development and evaluations.

19. Assist in providing articulation with constituent districts relating to Special Education programs and services.
20. Orient, advise and assist newly employed or substitute teachers.
21. Review emergency lesson plans that have been submitted by members of the department.
22. Review weekly lesson plans and provide appropriate feedback to staff.
23. Coordinate the review of materials, textbooks and equipment and make recommendations for adoption.
24. Update and maintain an inventory of all department materials and equipment. Copies to be forwarded to the School Business Administrator.
25. Develop, submit and control the budget for the Child Study Team and the Special Education Department.
26. Check pupil failures in the department to determine causes and work with teachers to address areas of improvement in conjunction with case managers.
27. Verify the accuracy of student data contained in student management systems for the purpose of state reporting.
28. Oversee reporting of Special Education Medicaid Initiative data (SEMI).
29. Assist Special Education Parent Advisory Council (SEPAC) events. This includes but is not limited to reserving the space, advertising, and obtaining presenters.
30. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools.
31. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Program Supervisor
Pay Grade/Compensation Structure:	G04
Evaluation:	In accordance with Board policy
Job Code:	0324