

Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Supervisor of Special Services
Reports to:	Superintendent
Supervises:	Instructional and paraprofessional staff as assigned
Job Goal:	To provide leadership in the development, implementation, and coordination of the District's PK-6 special education and other programs related to students with specialized learning characteristics.

Qualifications:

- Valid New Jersey Supervisor, School Administrator, ~~or~~ Principal Certificate or Certificate of Eligibility. Additional certification as School Psychologist, School Social Worker, or Learning Disabilities/Teacher Consultant preferred.
- Knowledge of NJ Special Education regulations, and other federal and state laws pertaining to special areas such as Section 504, Gifted and Talented, Title I, and Title III.
- Demonstrated leadership in school improvement, program development, program evaluation, and curriculum integration, especially as related to students with learning differences.
- Ability to plan, organize and administer a district level professional development plan, with a focus on special services.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Strong interpersonal and communication skills

Performance Responsibilities:

1. Works with the superintendent, principals, supervisor of curriculum and instruction, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for special education and other special programs.
2. Arranges for a comprehensive program for the evaluation and education of students eligible for services under NJ special education regulations. Maintains a program in compliance with related regulations.
3. Oversees district programs which address special learning circumstances and the positive learning impact of the development of the whole child, including academic and social emotional areas. These include but are not limited to special education, counseling and guidance, and programs for those students eligible for gifted and talented, and 504.

4. Provides leadership to special services and general education staff to encourage the use of evidence-based best practices, grounded in monitored student data, and aimed toward all students achieving mastery of grade level curriculum or above.
5. Monitors, assigns, and maintains primary supervisory and evaluation responsibility for Child Study Team members, special education teachers, and other related staff.
6. Oversees the appointing of case managers for students referred for special education.
7. Reviews student records to determine appropriate placement of students eligible for special education in district and out-of-district programs.
8. Oversees the maintenance and completion of mandated reports, and records, including State reports and compliance indicators. Coordinates the maintenance of student records necessary for evaluation and appropriate documentation of required procedures for all students under guidelines of the respective New Jersey codes.
9. Oversees the development and implementation of Individualized Education Programs (IEP) for the effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.
10. Attends county and state Child Study Team and other meetings as necessary to maintain quality services.
11. Studies, evaluates, and recommends to the superintendent instructional materials, methods, programs, evaluations, and data monitoring methods, with special emphasis on applications for students along the entire spectrum of learning abilities. Oversees evaluation and materials and methods used in determining eligibility for special education.
12. Collaborates in the development of the PK-6 instructional program for all areas of the curriculum, with specific input regarding considerations for and possible modifications for students with disabilities.
13. Oversees professional development of staff in areas of special instruction, including the CST, special education teachers, gifted and talented teachers, and paraprofessionals.
14. Assists in the implementation of the district's in-service and professional development programs for the instructional staff, including recommending workshops, and works with other administration on the improvement of individual staff competencies in special education.
15. Participates in the work of state and national organizations and groups relating to special education and other special instructional areas.
16. Recommends to the superintendent the addition of new courses and grade placement, especially providing input relating to special services.
17. Coordinates a special education and special areas reference library for the use of the staff.

18. Collaborates with administrative staff on the selection of hardcopy and digital instructional materials throughout the district with consideration of students with learning differences.
19. Keeps abreast of and interprets to the staff the current research in related to special education and other specialized teaching areas.
20. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the superintendent.
21. Assists in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on special education.
22. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel. Oversees these activities as it relates to special services.
23. Assists in reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the school, including screening for special areas required by NJ code such as gifted and talented, Title III and dyslexia.
24. Assists other administrators with the development of a file of resource persons whose special knowledge is available to the school.
25. Collaborates in the development and monitoring of the general education system of Response-to-Intervention methods and processes.
26. Keeps up-to-date in the field of special education, 504, and other special areas including gifted and talented, Title I, and Title III education.
27. Participates in the development and delivery of in-service programs and parent seminars related to learning differences and effective teaching methods.
28. Strives to maintain and improve professional competence and to keep abreast of latest professional practice/methods and law.
29. Performs other related duties as assigned by the superintendent.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of NJ Achieve.