



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Principal of Wall Primary School/Supervisor of Special Education PK-5

Qualifications:

1. Valid New Jersey Principal Certificate
2. Previous supervisory experience in Special Education
3. Minimum of five years of CST and/or special education teaching experience required
4. Strong skills in leadership, problem-solving, communication, and organization
5. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

Reports to:

Assistant Superintendent of Special Services

Job Goal:

The Principal of Primary provides leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

The Supervisor of Special Education has broad program responsibilities supporting the development, organization, and implementation of programming for students eligible for special education and related services. Additionally, the Supervisor works collaboratively with District administrators, child study team members, related service providers, teachers, and paraprofessionals in the monitoring of special education programs and services. The Supervisor communicates effectively with parents, members of the community, and colleagues.

Principal Performance Responsibilities:

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level implementation of general and special education instructional mandates and practices.
3. Reviews the effectiveness of special needs program implementation with teaching staff and CST at least once per semester and prepares a summary report to be shared with the Director of Special Services.
4. Establishes and maintains a positive learning climate in the school.
5. Evaluates the performance of certificated and non-certificated staff members as assigned and assists employees in the achievement of their job goals.
6. Ensures compliance with AchieveNJ.
7. Interviews and recommends for appointment certificated and non-certificated staff as needed.
8. Ensures the implementation of IEPs.
9. Prepares and submits the school's budget requests and monitors the expenditure of



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- funds.
10. Establishes and maintains an efficient office system to support the administrative functions of the school.
 11. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
 12. Collaborates with the Assistant Superintendent of Special Services to develop student/staff schedules that are suited to support individual student needs.
 13. Maintains high standards of student conduct and enforces discipline as necessary and as appropriate in accordance with board policy and the students' rights to due process.
 14. Plans and supervises fire and other emergency drills as required by law and Board policy.
 15. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
 16. Conducts staff meetings as necessary for the proper functioning of the school.
 17. Completes grants and state reports related to WPS.
 18. Plans and supervises regularly scheduled parent/teacher conferences and makes arrangements for special conferences as necessary.
 19. Keeps the district administration informed of school activities and needs.

Supervisor Performance Responsibilities:

1. Assist in the supervision of and evaluation of special education staff by conducting walk-throughs, observations, providing feedback, modeling, and coaching to ensure high-quality learning based on current research and student need.
2. Monitor teacher, related service, and child study team member proficiency in planning and delivery of effective instruction and support services, as well as compliance and consistency with New Jersey Administrative Code for Special Education (N.J.A.C. 6A:14).
3. Consult with and support child study team members in the development and implementation of individualized education plans (IEPs) and case management responsibilities.
4. Support teachers in their ability to implement IEPs with fidelity and complete required sections of the IEP (Present Levels of Academic Achievement and Functional Performance, goals & objectives, and accommodations/modifications).
5. Work collaboratively with principals and the Director of Special Services to evaluate the effectiveness of special education programs and make recommendations for improvement.
6. Monitor student program projections to make recommendations for the budget and future school year regarding staff, supply, and programming needs.
7. Provide opportunities for transition services between buildings for students and parents.



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8. Provide leadership through the development of and participation in professional development activities for the special education staff and general education staff on effective instructional strategies, challenging behaviors, learning assessments, and diagnosis and research related to different learning styles.
9. Provide parental support by attending IEP meetings as needed, responding to parent outreach in a timely manner, and planning workshops for families, as appropriate.
10. Analyze information and test results regarding student achievement to ensure appropriate placements and, if needed, make curriculum decisions for alternative materials and strategies in in-class resource, replacement resource, and self-contained programs.
11. Assists in the recruitment and hiring of special education staff.
12. Assists in the scheduling of special education programs and paraprofessionals.
13. Plans, coordinations, and supervises the Extended School Year program.
14. Perform other duties as assigned by the Director of Special Services as they pertain to the scope of employment and certifications.

Terms of Employment:

Twelve-month position; Salary as per contract with WTASC

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Approved: 2/13/2024