



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Supervisor of Special Education

Qualifications:

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

Reports to:

Director of Special Services

Job Goal:

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.

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.
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:

Ten-month plus 20 days 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: March 22, 2022