

WARREN HILLS REGIONAL

TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. A minimum of five years of successful professional experience, preferably in the field of Special Education.
2. Master's Degree, preferably in the field of Special Education.
3. A demonstrated ability as an effective leader.
4. Administrative Certification.
5. Such alternatives to the above qualifications as the Board may find acceptable.
6. Required successful clearance of criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools

SUPERVISES: Director supervises all Child Study Team members and Special Education staff providing services through all departments, and other staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Prepares teacher and paraprofessional schedules and recommends teaching and paraprofessional assignments for the instructional department members each year in collaboration with the district supervisors, building principal, technology coordinator and district administration.
2. Coordinate all Special Education program facilities, curriculum and personnel; parent relationships and activities.
3. Serve as the building administrator for the Excel building.
4. Works with teachers and committees of teachers concerning curriculum issues, including the in-class support program.
5. Assists in the recruiting, screening, selection, and assignment of personnel.
6. Maintain the articulation processes between regular and special education programs, including regional sending districts.
7. Act as SEMI Coordinator for the district.
8. Facilitates the DLM process including the registration of students for participation, coordination of teacher training and shipping of DLM materials for scoring.
9. Coordinates activities for district's child study team members, speech-language specialists and other special services personnel to ensure compliance in the areas of referral evaluation, Individualized Education Program (IEP) development and implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.

10. Establish procedures for the identification and classification of disabled pupils according to state mandates.
11. Demonstrate knowledge and establish procedures to ensure compliance with all federal, state and local special education policies and procedures.
12. Screen all referrals to determine acceptance or non-acceptance and the effectiveness of the referral process.
13. Identify the needs and provide in-service training for all staff concerning students with special needs.
14. Establish procedures to process and place classified pupils, including out-of-district placement.
15. Provide leadership and coordination for state and federal reports and grants providing funding for special education programs.
16. Participate in monthly CST meetings, special education meetings, department of instruction meetings and other meetings as deemed necessary.
17. Conducts classroom observations and evaluations, and provides supervision of CST, teachers, and non-certified staff.
18. Evaluates programs, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc.
19. Meets frequently with staff under his/her supervision to problem solve and maintains an ongoing supervision of the coordination and implementation of special education programs.
20. Monitor workload compliance with mandated timelines, 3-year evaluations and yearly IEP evaluations, to assure efficiency.
21. Develop and coordinate procedures for screening, diagnosis, referral, placement and provision of recommended services for students (excluding students in Basic Skills and programs for English as a second language).
22. Make appropriate recommendations, in collaboration with the CST Team, for placement of classified special education pupils in other public or private schools as needed.
23. Reviews current litigation regarding special education laws and procedures. May be required to attend resolution, mediation and due process hearings.
24. Oversees the development of curriculum dealing with, but not limited to, functional skills, vocational skills, community-based education as relating to the Structured Learning Experience (SLE) or Employment Orientation (EO) program.
25. Familiarize staff, students and the community with the mission, philosophy and educational goals of the school and school district and recommend possible revisions.
26. Interpret special education services to school personnel and the community at large.
27. Establish effective liaison and referral services with various offices and agencies both within and without the community that may provide specialized or professional help to students and their parents.
28. Ensures compliance with federal and state mandates, as well as with local policy in the maintenance of paper files and computerized Child Study Team records relating to individual students and the operation of the Child Study Team.

29. Coordinate the development of the Special Services annual budget, in collaboration with administration for recommendation to the superintendent and to administer the approved budget.
30. Determine the transportation needs for classified pupils and provide information to the Transportation Department.
31. Establish and maintain liaison with educational and mental health community resources, agencies and groups to promote optimal services for pupils.
32. Responsible for Active district-wide SEAC and coordination of programs.
33. Attend monthly county Director of Special Ed meetings.
34. Complete all required State Reporting mandates as directed by OSEP and NJDOE.
35. Oversee and ensure compliance with DREAMS program mandates.
36. Encourage staff to continue their own professional education in order to keep abreast of the latest in educational research, technology and resultant classroom applications which result in improved educational support and student performance.
37. Performs other duties within the scope of employment, as assigned by the Superintendent and/or designee.

TERMS OF

EMPLOYMENT: Twelve months, Full Time – Member of the Warren Hills Regional Administrators's Association

ANNUAL

EVALUATION: The Director of Special Education shall be evaluated by the Superintendent.

Adopted: May 8, 2018

Revised: February 19, 2019

Revised: February 11, 2025

