

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**1708 SUPERVISOR OF COMPLIANCE**

**Page 1 of 10**

**JOB TITLE:** SUPERVISOR OF COMPLIANCE  
SPECIAL EDUCATION AND PRE-REFERRAL SERVICES

**REPORTS TO:** Chief Special Education Officer

**SUPERVISES:** Assigned Support and Clerical Staff

**COORDINATES:** Compliance issues, Reporting activities for NJDOE compliance of Special Education Services, Interventions Referral Services, and 504 with Assistant Superintendents, Principals, District Directors, and Special Education Supervisors as the lead agent for these activities on behalf of the Chief Special Education Officer.

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Compliance coordinates the planning, assembly and execution of all required divisional reporting to Federal, State, County and Local authorities and agencies as necessary, the Supervisor serves as the divisional coordinator for reporting purposes to other district divisions when and where such other division reports require elements of reporting of pre-referral services and special education compliance for student services and activities. The Supervisor serves as internal monitor of activities within the Department of Special Education Services to ensure compliance with established and revised laws, statutes, codes and procedures as issued by Federal, State, County and Local authorities. The Supervisor serves as the internal monitor of Intervention Referral Services and 504; coordinates school based team protocol on the referral process for both areas in collaboration with the guidance department and appropriate school designee. The Supervisor develops professional development for school based teams to ensure that student services; Special Education, Intervention Referral Services, and 504 are aligned accordingly to meeting the programs and procedures need for students. The Supervisor will collect information for data analysis to assess, monitor, and evaluate student outcomes.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**1708 SUPERVISOR OF COMPLIANCE**

**Page 2 of 10**

### **QUALIFICATIONS:**

The Supervisor of Compliance shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq.
2. Must Hold a TOH; Teacher of the Handicapped Certification.
3. Hold a Master's Degree from an accredited college or university.
4. Must be knowledgeable of N.J.A.C. 6A:14 Special Education Code, NJDOE Intervention and Referral Services, and Section 504 Rehabilitation Act.
5. Have at least five (5) years of experience as a teacher, counselor and/or supervisor/administrator preferred.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Hold a valid driver's license with no serious violations.
9. Demonstrate knowledge and understanding of special education programs, Child Study Team Services, Guidance, Attendance and Health Services, child growth and development effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning styles in exceptional children.
10. Demonstrate an understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapters 26 and 28, U.S.P.L. 93-112 and Section 504 of the Rehabilitation Act of 1973.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **1708 SUPERVISOR OF COMPLIANCE**

**Page 3 of 10**

12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

#### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. Official College Transcripts.
5. Employment interview.
6. Most recent educational evaluation where applicable.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **1708 SUPERVISOR OF COMPLIANCE**

**Page 4 of 10**

#### **EMPLOYMENT TERMS:**

The Supervisor Compliance shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Compliance shall:

1. Establish and promote high standards and expectations for students and staff for academic performance, pupil services and responsibility for mature behavior.
2. Ensure compliance by divisional departments in the administration, scheduling and evaluation of Special Education service delivery process for the development of IEP's, annual review, and third year re-evaluation of Individual Education Plans (IEPs) as required by State and Federal mandates and guidelines. Ensure participation in the procedures and access to records, following notification of timelines and the process requirements as stated in NJ Administrative Code Title 6A Chapter 14 – Special Education.
3. Supervise the central office submission to, filing of, and timely maintenance of all student IEPs and related documentation to ensure effective and efficient organization of such records as a matter of divisional compliance and reporting.
4. Represent the Chief Special Education Officer, when requested, in all divisional compliance and reporting activities.
5. Coordinate with other divisional departments and administrators and directly oversee as divisional agent the completion in a timely fashion all records and reports as required by law and regulations, and/or as directed by the Chief Special Education Officer.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

1708 SUPERVISOR OF COMPLIANCE

Page 5 of 10

6. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with state and federal law and district policy.
7. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
8. Coordinate all data reporting, recording and analysis as requested to evaluate any and all programs within the Division of Special Education Services as required by laws, codes, statutes, and/or as required by the Assistant Superintendent for Pupil Personnel Services for internal use or evaluation.
- ✕ 9. Coordinate efforts on behalf of the Chief of Special Education Services with all assigned divisional personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education and pupil personnel services.
10. Develop with individual staff members, when and where necessary, a Professional Improvement Plan (PIP), a Professional Growth Plan (PGP), and/or Corrective Action Plans.
11. Ensure proper compliance and reporting activities with ~~Pupil Personnel Services programs~~ for public and non-public schools within the district, including:
  - Develop and submit all required applications, documentation and reports as required;
  - Develop qualification criteria, monitoring checklists, student folders, procedures, and timelines to guide program implementation;
  - Manage funds with established program and fiscal requirements;
  - Monitor program implementation to ensure compliance with regulations;
  - Collect and analyze performance data to evaluate program effectiveness;
  - Develop reports, corrective action plans and proposals to improve programs and services; and
  - Present regulations, program plans or proposals, and evaluative reports to the administration, school staff, and the community as required.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### 1708 SUPERVISOR OF COMPLIANCE

Page 6 of 10

12. On behalf of the district, ensure that all divisional departments remain in compliance with Federal and State regulations and that implementation is consistent with program requirements.
13. As the agent of divisional compliance and reporting, ensure that all program positions are staffed by appropriately certificated and highly qualified individuals, and execute all reporting evidencing such as required by the division.
14. Develop program proposals, action plans, budget details, and evaluative reports as required; and present proposals and reports to the administration, program and school staff, and community as required or as requested by the Assistant Superintendent for Pupil Personnel Services.
15. Ensure the proper compliance with and required reporting for district health and medical services, including: school health and emergency medical services; staff and student screening and examinations; and substances abuse intervention.
16. Serve as the primary evaluator for assigned support and/or secretarial staff.
17. Administer assigned area(s) of responsibility, including:
  - Operational procedures;
  - Compliance with program guidelines, requirements and timelines;
  - Effective and timely internal and intra-district communications;
  - Fair and consistent interpretation and application of rules, regulations and contract language;
  - Efficient use of resources; and
  - Service orientation.
- ✓ 18. Serve as a member of the Assistant Superintendent's Divisional Administrative Cabinet.
19. Directly oversee and further explore funding and program opportunities for the division, and work collaboratively with other divisional administrators and staff to develop required applications and program proposals.
20. As the assigned agent for the division, serve as divisional liaison to the Director of Grant Development and Evaluation for the district and work collaboratively to develop required applications and program proposals.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **1708 SUPERVISOR OF COMPLIANCE**

**Page 7 of 10**

21. As the assigned agent for the division, serve as divisional liaison to all other district departments and divisions involved with the assembly and reporting of student, staff, program and district generated data.
22. Serve as the divisional agent in all matters involved with district teams, task forces or groups in procedures and matters of any and all district data systems, software, data banks and electronic data reporting systems to ensure applicability to divisional programs and reporting.
23. Serve as the divisional agent to recommend, purchase, implement, oversee and supervise all data reporting systems, data application software, reporting and compliance software for divisional departments and programs.
24. Recommend, purchase and monitor any and all equipment and technology to be implemented and/or maintained by any and all personnel within the Division of Pupil Personnel Services, and to coordinate such activities with other district divisions or departments as required.
25. Prepare grant and other applications as requested by the Assistant Superintendent for Pupil Personnel Services.
26. Recommend budgets to support assigned programs.
27. Assist the Assistant Superintendent to ensure that the financial and fiscal requirements of Pupil Personnel Services are satisfied in an efficient and timely manner.
28. Serve as the division's agent to the district Department of Compliance and Accountability in matters involving programs within the Division of Pupil Personnel Services at the request of the Assistant Superintendent for Pupil Personnel Services.
29. Serve as the division's agent in the maintenance of all files and reports towards adherence to compliance procedures.
30. Collect and analyze data, particularly State assessments, regarding the achievement of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **1708 SUPERVISOR OF COMPLIANCE**

**Page 8 of 10**

31. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, agencies, and all divisional administrative, support and/or clerical staff associated with the district.
32. Confer with appropriate divisional District Coordinating Directors, Directors, Supervisors and others on matters of concern.
33. Attend Board of Education and administrative meetings.
34. Serve as Divisional spokesperson for all reports, presentations, addresses and communication in the areas of divisional compliance, reporting and grant acquisition with the Board of Education and all Federal, State, County and Local authorities and agencies when so directed by the Assistant Superintendent for Pupil Personnel Services.
35. Ensure on behalf of the division the timely production of all required Board of Education actions for approvals in the areas of divisional compliance, reporting and grant acquisition, and in any other matters as so directed by the Assistant Superintendent for Pupil Personnel Services.
36. Summarize, interpret and disseminate current developments in education through reading of professional journals, participation in professional development, and involvement in professional organizations.
37. Maintain a safe working condition and safely operate all electronic and other equipment needed to carry out job functions and responsibilities.
38. Directly oversees the gathering, accurate recording and documentation of parent consent forms for SEMI revenue attainment.
39. Works directly with all directors and team members to provide a data base for electronic reporting of student related services for the purpose SEMI projection and attainment.
40. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
41. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, School Regulations and Procedures, and contractual obligations.
42. Perform any duties that are within the scope of employment and certifications as assigned by the Assistant Superintendent for Pupil Personnel Services and not otherwise prohibited by law or regulation.



# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**1708 SUPERVISOR OF COMPLIANCE**

**Page 9 of 10**

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar a vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

1708 SUPERVISOR OF COMPLIANCE

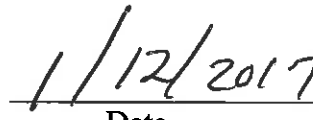
Page 10 of 10

3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Chief Special Education Officer shall evaluate the Supervisor of Compliance in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date