

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SUPERVISORS  
1791 Supervisor of Central Registration  
for Special Education**

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**JOB TITLE: SUPERVISOR OF CENTRAL REGISTRATION FOR SPECIAL  
EDUCATION**

**REPORTS TO: Executive Director of Information Services or Assigned Designee**

**SUPERVISES: Assigned Staff**

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

Supporting the Central Registration goals of the district and in compliance with New Jersey Special Education Code, this role must embrace an open communication style, and utilize effective administrative management. Use the available resources of the district in order to achieve and maintain standards of excellence established by the Board of Education so that each special education student may have the opportunity to derive the greatest academic and personal benefit from his/her learning experience.

### **QUALIFICATIONS:**

The Supervisor of Central Registration for Special Education shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Hold a Master's degree from an accredited college or university.
3. Have a minimum of five (5) years of teaching/administrative experience.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of Parental Rights in Special Education (P.R.I.S.E), special education programs, Child Study Team Services, child growth and

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development, effective instructional strategies, and research related to learning styles in exceptional children.

8. Demonstrate an understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapter 26 and 28, U.S.P.L. 93-112 and Section 504 of the Rehabilitation Act of 1973.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. 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.
13. 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 persons offense in accordance with 18A:6-7.1.
14. 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.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.

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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 administrative performance.
4. Official College Transcripts.
5. Employment Interview.

### **EMPLOYMENT TERMS:**

The Supervisor of Central Registration for Special Education 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 all Laws, Codes of the State, 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 Central Registration for Special Education shall:

1. Assist in the dissemination of Parental Rights in Special Education (P.R.I.S.E.), No Child Left Behind, and other federal legislation and regulations.
2. Assist parents and school staff with understanding of federal program policies and procedures related to Special Services.
3. Serve as a mediator during the registration process on family compliance issues.
4. Recommend and assign pupils as directed.

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5. Answer non-routine and routine inquiries.
6. Guide, instruct, and assign work, and develop effective work methods. To ensure customer-friendly registration process.
7. Assist with the training of new employees.
8. Compose replies to routine correspondence.
9. Refer errors and irregularities to superiors.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Maintain effective communications with students, staff, program administrators, and parents to elicit support and to seek perceptions and ideas for the improvement of central registration process.
12. Attend required meetings and serve, as appropriate, on staff committees.
13. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. 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.
16. Adhere to federal statutes and regulations, New Jersey school law, Special Education codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

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17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Executive Director of Information Services or designee and not otherwise prohibited by law or regulation.

### **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 and 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.

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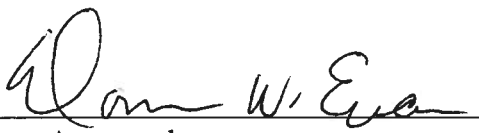
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2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of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

### EVALUATION:

The Executive Director of Information Services shall evaluate the Supervisor of Central Registration for Special Education in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date