



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Special Services Coordinator
REPORTS TO: Director of Special Services
QUALIFICATIONS:

1. Possess at a minimum a New Jersey Supervisor Certificate.
2. Prior experience working in special education as a teacher or case manager.
3. Knowledge of working with students with Autism and Intellectual Disabilities including program planning.
4. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

To work collaboratively with building and district administrators, community service providers, community agencies, child study team members, related service providers, teachers, support staff, and parents to supervise and coordinate the daily operations of special service programs, entitlement grants, and Extraordinary Aid.

ESSENTIAL JOB FUNCTIONS:

1. Observes and evaluates staff.
2. Assists with the implementation and management of the IDEA Grant.
3. Oversee the Extraordinary Aid Program to ensure accuracy and maximize the district's supplemental state aid allocation.
4. Keeps current with change in special education transition requirements and program progress.
5. Provides professional development and training to staff regarding transition services and special programs.
6. Works collaboratively with administrators, teachers, child study team members, counselors, students, and families to meet individual needs.
7. Functions as the liaison between community agencies and service providers and schools.
8. Analyzes and utilizes student data to identify student strengths and weaknesses and to assist in the development and implementation of personalized learning strategies for student achievement and potential participate in special programming.
9. Conducts site visits to other programs in area to assess student placement opportunities.
10. Confers with parents, teachers, counselors, support service personnel and students with respect to individual student performance and achievement.
11. Makes recommendations for appropriate revision of policies and rules affecting student life in the school.
12. Recruits and participates in the selection and orientation of staff working within district special programs.
13. Collaborates with district personnel to create and maintain research-based behavioral interventions and trains faculty and staff in those interventions.
14. Participates in professional development activities outside the normal school day.
15. Prepares reports and information requested by the Director of Special Services or other administrators as requested.
16. Coordinates the Extended School Year program and all responsibilities associated with facilitating that program.

17. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Special Services.

WORK YEAR: Eleven-month employee (10+1 schedule)
BARGAINING UNIT: Non-affiliated Administrator
DATE APPROVED: June 5, 2025
APPROVED BY: Board of Education

*This job description reflects a title change, replacing the former Coordinator of Grants Managements, Mandated Programs & Special Projects position.