Tenafly PUBLIC SCHOOLS

DIRECTOR OF SPECIAL EDUCATION

Qualifications:

- Valid New Jersey Administrative Endorsement - School Administrator
- Valid New Jersey Instructional and/or Educational Services Endorsement
- Evidence of superior knowledge of laws and code regarding Special Education
- Minimum five years' successful teaching/administrative experience in public school education, part of which must have been in Special Education or a Child Study Team discipline.
- Demonstrated leadership and communication skills
- Knowledge of technology and its application to the Special Education Programs
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Meets such alternatives to the above qualifications as the board may find appropriate and acceptable.

Primary Function:

Directs the Special Education program in grades PreK-12 across all content areas and in all programs, and provides leadership to the professional staff to plan, implement, articulate, and evaluate all related programs while successfully aligning these programs and their curricula and activities to district objectives and state and federal mandates. Works collaboratively with the Administrative Team to ensure compliance with the Intervention and Referral Services (I&RS) process. Oversees and supervises out of district placements, serves as member of District Administrative Team; serves as liaison with Home School Association; serves as a member of Superintendent's Cabinet, serves as a member of regional and county directors' meetings, oversees and supervises Child Study Team; oversees Special Education Paraprofessionals, works with the Administrative Team in the development of all Special Education programs and serves as a resource with regard to scheduling, assignment, class load and pupil placement, as well as Special Education law.

Direct Report:

Superintendent of Schools

Specific Duties and Responsibilities:

- Supervise and coordinate Special Education services in grades PreK-12, including Out-of-District placements.
- Supervise and evaluate the K-12 Supervisor of Special Education with input from Principals and the Assistant Superintendent of Curriculum and Instruction.
- Supervise and evaluate all Child Study Team personnel with input from Principals.
- Supervise and evaluate all Central Office Special Education support personnel.
- Collaborate with principals/designees on evaluation of all special education teachers. and speech/language therapists.
- Coordinates Home Instruction for both General and Special Education Students.
- Coordinates the Special Education Summer School Program, in collaboration with the district Summer Enrichment Program.
- Facilitates the professional development of Special Education personnel, including Paraprofessionals.
- Participates in the recruitment, selection, and orientation of Special Education personnel.
- Assist with the preparation and administration of the related accounts in the school budget.
- Prepare and monitor Special Education state and related federal grants, including Chapter 192/193 and Individual with Disabilities Education Act (IDEA) and coordinates and monitors the Special Education Medicaid Initiative (SEMI).
- In coordination with the Business Administrator completes and submits the Special Education Extraordinary Aid (EXAID) application.
- Assumes responsibility for his/her own professional growth and development, for keeping current with

literature, research, and improved techniques, and for attending appropriate professional meetings, county and state roundtables and conferences.
- Keeps stakeholders informed of requirements, events and activities in the area of Special Education, including state and federal program.
- Coordinate SEPAC (Special Education Parent Advisory Committee) meetings with PASET (Parents Association for Special Education in Tenafly).
- Monitor district's compliance with all special education laws, procedures and regulations.
- Review and monitor all Individualized Education Programs (IEP).
- Attends meetings and retreats of the Board of Education to inform and assist with topics related to Special Education and Special Education law.
- Plan, develop and facilitate presentations to staff, parents and other stakeholder groups as related to Special Education law.
- Perform other related duties as may be assigned by the Superintendent of Schools

Terms of Employment:
12 month, Non-Bargaining Unit Position

Evaluation:
In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
Board Approved: January 25, 2021, Resolution #P-7

Revised: