Tenafly PUBLIC SCHOOLS

SUPERVISOR OF SPECIAL EDUCATION PK-12

Qualifications:

- Valid New Jersey Supervisor Credential
- Valid New Jersey Instructional and/or Educational Services Certificate
- Evidence of superior knowledge of laws and code regarding Special Education
- Minimum five years' successful teaching 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:

To assist the Director of Special Education in the performance of district-wide leadership duties relevant to the efficient provision of educational services to students who require special education and related services as well as academic and emotional/behavioral support services.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Works collaboratively with departmental and district administrative staff, Child Study Team members, related service providers and teachers to implement district goals and objectives relative to student academic, emotional, and behavioral well-being.
- Exercises leadership in the research, development, implementation, and evaluation of student support and special education programs under the direction of the Director of Special Education.
- Evaluate special education programs for the purpose of developing, implementing, and maintaining services and/or programs.
- Work in collaboration with the Director of Special Education to develop proposals, new programs, budgets, and grants to support the responsibilities of the department and goals and objectives of the district.
- Evaluate special education programs and curricula for the purpose of providing FAPE to each student.
- Collaborates with the Office of Curriculum and Instruction to support the development of curriculum that addresses the needs of specialized populations.
- Assists in the development of curriculum concerned with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated ages 3-21.
- Participates in and provides professional development on topics related to the delivery of supports and services to students on topics including, but not limited to, differentiation, UDL, inclusive education, co-teaching, alternative seating, PLAAFP Writing, Goals/Objectives, IEP Direct etc.
- Serves as district liaison between schools and external supports such as CarePlus, counseling, therapy, and social groups.
- Provide support to PK-12 special and general education teachers with IEP implementation, differentiating activities, behavioral management, and other strategies for supporting students' academic and emotional/behavioral needs.
- Analyzes student achievement and program data to identify patterns, trends, challenges, and opportunities for improvement.
- Collaborate with Director of Special Education on any legal matters.
- Cooperates with building principal to plan and develop the special education schedule in each school to

meet the needs of the students' IEPs.
- Participate in personnel matters relative to the department including interviewing, support, supervision, and evaluation of staff in order to ensure that the objectives of special education programs and district services are achieved.
- Assist with presentation of information on programs, services, regulations etc. for the purpose as serving as a resource to parents, school personnel, and the Board of Education.
- Develop and oversee the Extended School Year program.
- Supervises and coordinates the activities of Intervention and Referral Service programming and procedures district wide.
- Participates in the development and implementation of Interventional and Referral Services programs, procedures and professional development.
- Ensures district compliance with regulations regarding Intervention and Referral Service programs.
- Participates in the development and implementation of Section 504 of the Rehabilitation Act of 1973 programs and procedures.
- Provides consultative assistance to district administrators and teachers and visit special education classrooms to observe the effectiveness of the instructional program.
- Oversees the administration of the state mandated alternate assessments such as the Alternative Proficiency Assessment and Dynamic Learning Maps.
- Assists in the development and implementation of the budget for the Department of Student Support Services.
- Maintain positive relationships with the building administration, parents, other staff and students in the buildings.
- Performs other related duties and responsibilities as needed and directed by the Director of Special Education.

Terms of Employment:
12 months as per TASA contract

Evaluation:
To be evaluated by the Director of Special Education in accordance with NJ State Regulations.

Board Approved:
February 14, 2022/Resolution# P-10

Revised: