

# **ROSELAND SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** **SUPERVISOR OF SPECIAL SERVICES**

### **SUPERVISOR**

#### **QUALIFICATIONS:**

1. Valid New Jersey Supervisor or School Administrator certificate
2. Supervisor and/or administrative experience preferred.
3. Successful years of teaching special education or as a member of a Child Study Team.
4. Demonstrated knowledge of NJ Code governing special education.
5. Effective problem solving, human relations, analytical, communication, writing, and interpersonal skills.
6. Ability to effectively assess children's learning characteristics in order to design appropriate instructional strategies, and plan educational programs.
7. Required criminal history check and completion of appropriate paperwork required by law.

#### **REPORTS TO:**

Superintendent

#### **JOB GOALS:**

Work with the administration, Child Study Team, and special education department to develop and oversee sound educational programs for classified children; serve as an advocate for extraordinary children; provide all services available by law to assure that students receive an appropriate education.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises the educational programs and services of the department and the effective implementation of the programs and services.
2. Works with building principal and Superintendent in the implementation of special education programs.
3. Maintains current knowledge of legal requirements governing special education and related services.

**PERFORMANCE RESPONSIBILITIES:**

4. Supervises special education teachers, psychologist, social worker, speech therapist, home instructors for special education, and special education aides.
5. Assist in the recruitment, selection, recommendation, and retention of staff as well as recommend disciplinary measures and discharge of special education personnel.
6. Participates in the training of special educational personnel including in-service programs for the district's special programs.
7. Prepares and submits the special education department's budget needs with the Business Administrator and Superintendent.
8. Maintains accurate information and contact with related special education agencies.
9. Represent the district at county and state special education meetings.
10. Provides annual written evaluations, as required by law, for each member of the special education department.
11. Oversees accurate record keeping for the special education department as per the Superintendent, Board, and what is required by law.
12. Maintains a yearly calendar and timeline to complete applicable Special Education State and Federal reports and applications in conjunction with the Superintendent and Business Administrator.
13. Attends board meetings and other professional meetings that may arise at the direction of the Superintendent.
14. Performs other duties within the scope of his/her employment and certification as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

**EVALUATION:**

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation.

**APPROVED:** September 27, 2012

**REVISED:** August 24, 2016

**REVISED:** December 8, 2016