

POLICY

BOARD OF EDUCATION ROSELAND

ADMINISTRATION
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Director of Special Services Duties

1235 DIRECTOR OF SPECIAL SERVICES DUTIES

Duties and Responsibilities of Director of Special Services

1. Oversees the coordination for all federal, state and local compliance documents, including, but not limited to mandated reporting requirements and audits for IDEA, NCLB and ADA.
2. Assures compliance with all pertinent state code and statute.
3. Coordinates the preparation and submission of all state and federal grant applications.
4. Demonstrates knowledge of current special education legislation, rules and regulations and pertinent litigation.
5. Recruits new Child Study Team members and other Student Services personnel, as needed. Participate as a member of the Administrative team in screening and interviewing all prospective staff.
6. Coordinates the development of and monitors the Child Study Team budget.
7. Reports monthly, in writing, to the Board of Education on the status of the Child Study Team.
8. Provides leadership in the development of the district's program of pupil services and special education; supervises related activities. Evaluates existing programs and makes recommendations for improvements.
9. Supervises the activities of Child Study Team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
10. Participates in the development and implementation of inservice programs.

Adopted: August 5, 2004

