

WARREN HILLS REGIONAL

TITLE: SUPERVISOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Valid or eligibility for New Jersey Supervisor, School Administrator or Principal certificate.
2. Minimum 5 years teaching experience in special education [preferred].
3. Master's degree (M. A.) in related field [preferred].
4. Required successful clearance of criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Building Principals

SUPERVISES: Instructional staff and Child Study Team (CST) as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Prepares teacher and paraprofessional schedules and recommends teaching and paraprofessional assignments for the instructional department members each year in collaboration with the district supervisors and administration.
2. Works with teachers and committees of teachers concerning curriculum issues, including the in-class support program.
3. Maintains articulation with sending districts.
4. Facilitates the Alternate Proficiency Assessment process including the registration of students for participation, coordination of teacher training and shipping of APA materials for scoring.
5. Coordinates activities for district's child study team members, speech-language specialists and other special services personnel to ensure compliance in the areas of referral evaluation, Individualized Education Program (IEP) development and implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.
6. Demonstrate knowledge of the state and district's special education policies and procedures.
7. Prepares federal, state, county and district reports and grants as necessary.
8. Participate in monthly CST meetings, special education meetings, department of instruction meetings and other meetings as deemed necessary.
9. Works cooperatively with the Assistant Superintendent for Personnel, Guidance & Special Education in establishing and managing the special education department.
10. Conducts classroom observations and evaluations, and provides supervision of CST, teachers, and non-certified staff.
11. Evaluates programs, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc.

12. Meets frequently with staff under his/her supervision to problem solve and maintains an ongoing supervision of the coordination and implementation of special education programs.
13. Reviews current litigation regarding special education laws and procedures. May be required to attend resolution, mediation and due process hearings.
14. Oversees the development of curriculum dealing with, but not limited to, functional skills, vocational skills, community-based education as relating to the Structured Learning Experience (SLE) or Employment Orientation (EO) program.
15. Works cooperatively with related service personnel, vocational programs' agency personnel, and other related service providers and personnel.
16. Ensures compliance with federal and state mandates, as well as with local policy in the maintenance of paper files and computerized Child Study Team records relating to individual students and the operation of the Child Study Team.
17. Supports staff in the development of IEP's for the students.
18. Assists in the development of the budget for the Special Education Department, in collaboration with building principals.
19. Acts as liaison for McKinney-Vento.
20. Performs other duties within the scope of employment, as assigned by the Superintendent and/or designee.

TERMS OF

EMPLOYMENT: Twelve months, Full Time – Member of the Warren Hills Regional Administrators's Association

ANNUAL

EVALUATION: The Supervisor of Special Education shall be evaluated by the building principals and Superintendent.

Adopted: May 8, 2018

Revised: February 19, 2019