

## CLIFFSIDE PARK BOARD OF EDUCATION

**TITLE:** **DIRECTOR OF SPECIAL SERVICES**

**QUALIFICATIONS:**

1. NJ Standard Certificate for School Administrator or Principal.
2. Master's Degree in related area (e.g., Administration and Supervision, Special Education).
3. A minimum of three years successful teaching experience in public education.
4. A minimum of three years experience in public education as a member of a Child Study Team.
5. Extensive knowledge of federal and state law as well as judicial decisions relevant to the Special Services Department.
6. Strong skill set in human relations, communications, problem solving and organization.
7. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Child Study Team members, teachers of the handicapped, all special services support staff and related service providers.

**JOB GOAL:**

1. To coordinate the development, implementation and evaluation of instructional programs for students determined to be in need of special education or related services with the Child Study Teams.
2. To provide supervision to the faculty, through observation and evaluation including the arrangement of professional development.
3. To ensure that program delivery provides the required services and that all programs and faculty in the special services area are of the highest quality.
4. To support the district's instructional program by coordinating and supervising special services activities which are designed to assist students in their academic, social, and emotional development consistent with the goals set forth by the Board of Education and within the resources provided by it.

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### **PERFORMANCE RESPONSIBILITIES:**

#### **1. Personnel Administration and Coordination**

- a. Plan, direct, coordinate and participate in the recruitment of certified personnel and staff for the Special Education Program;
- b. Screen and process applications of candidates for employment in Special Education Programs;
- c. Interview and recommend to the Superintendent applicants for appointment to the staff of the district's Special Education Program in cooperation with building principals as appropriate;
- d. Anticipate and plan for personnel needs in the District's Special Education Program;
- e. Observe and evaluate all special education personnel in cooperation with building principals and other district administrators;
- f. With the Technology Coordinator, oversee the identification and integration of all assistive technologies and plan for the effective integration of those technologies into the curriculum, and oversee special education software applications;
- g. With building principals and guidance counselor, coordinate elementary, middle and high school programs of study.

#### **2. Administration of Federal and State Programs**

- a. Contribute to the development of a total district philosophy and Board of Education policies concerning special education;
- b. Work cooperatively with building administrators in the development, staffing, implementation and evaluation of the special education programs as conducted in their school;
- c. Administer and supervise the delivery of all special education programs in consultation with building principals;

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- d. Determine the need for program modification and new programs and services in accordance with NJ State and Federal mandates as well as local policies and needs;
- e. Arrange for the provision of related services defined by statute when such services form a part of a student's Individualized Education Program;
- f. Determine student progress, measure program improvement annually, and compile efficacy data;
- g. Prepare and administer budgets in accordance with local, state and federal requirements for the Special Education Programs;
- h. Study NJ State and Federal legislation, projects and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations available relevant to the needs of the district; and
- i. Coordinate the preparation for monitoring visits conducted by the New Jersey State Department of Education and Federal agencies for the Special Education Program.

### **3. Staff Development**

- a. Secure, evaluate and disseminate information about recent developments in the education of special education students.
- b. After appropriate consultation with the staff, determine the needs for staff development; and
- c. Plan, conduct and evaluate, with qualified district personnel and other resources, appropriate in-service training programs, workshops and meetings for faculty in the areas of special education and other areas under the jurisdiction of the Director of Special Services.

### **4. School and Community Relations**

- a. Plan and implement, with appropriate district personnel, a multifaceted program to continually inform the Board of Education, district faculty and staff, students, parents and the community about the

SE programs;  
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- b. Organize and conduct, with the Child Study Teams and other appropriate district personnel and resources, surveys and meetings to comply with NJ State and Federal regulations for staff, parent and community input for the Special Education Programs;
- c. Develop and maintain a knowledge of and relationship with the various agencies and institutions outside the school district which offer services to the students in the Special Education Program; and
- d. Compile and maintain a comprehensive database of community agencies relevant to the functioning of the Special Services Department.

**5. Professional Development**

- a. Keep informed about current research, trends, and development in the areas of special education and other areas within the special services department;
- b. Participate in local, county, state, and national professional meetings associated with special education which are relevant to the needs of Cliffside Park Public Schools and its special programs in accordance with Board policy, district procedures and budgetary allocations for professional development; and
- c. Represent the District at relevant local, Bergen County and NJ State Special Services meetings.

**6. Other**

- Perform other related duties as may be assigned by the Superintendent

**TERMS OF  
EMPLOYMENT:**

Twelve-month position

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with statute and Board policy.

**3/31/2010**