

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: **DIRECTOR OF SPECIAL SERVICES**

QUALIFICATIONS:

1. Must hold a valid New Jersey School Administrator's certificate or New Jersey School Principal's certificate .
2. Supervisory experience in special services highly desirable.
3. Effective problem-solving, human relations and communication skills.
4. Criminal history background check and proof of U.S. citizenship or legal resident alien status, and a complete physical examination.

REPORTS TO: Superintendent

JOB GOAL:

Responsible for the development, direction, coordination, and evaluation of all special services—child study team services, school health services, speech and hearing services, special education, home instruction, section 504 services, homeless services, and non-public school services.

PERFORMANCE RESPONSIBILITIES:

Be responsible for the planning and development of special services and special education by:

- a) Formulating plans, in cooperation with staff members and administration, for the improvement of special services and special education that most effectively meet the needs of children and community.
- b) Assisting with the development of a curriculum that provides for various abilities, talents, and interests of the students.
- c) Assisting principals and building-based special services specialists, in organizing and implementing appropriate programs for their respective schools.
- d) Assisting in the preparation of the annual budget with specific responsibility for those areas related to special services and special education.

Be responsible for professional staff supervision and development by:

- a) Providing both the administrative and program supervision to speech therapists, child study team members, teachers of special education, teacher assistants, and nurses.
- b) Making regular, systematic visits and/or conferences with special services specialists and teachers of special education, for the purpose of helping each staff member to become more effective professionally.
- c) Sharing in the orientation of new special services specialists and teachers, to the school system.
- d) Assisting the office of Curriculum and Instruction in developing and maintaining an on-going and well-planned in-service program for staff.
- e) Encouraging the professional staff in trying new techniques, practices, and methods designed to enhance their effectiveness with pupils, parents, and staff.

Be responsible for program administration and coordination by:

- a) Coordinating the activities of child study team, special education teachers, nurses, and speech therapists with administrators.
- b) Promoting a coordinated team approach and a balanced program of services among various pupil personnel specialists that are responsive to the needs of pupils, parents, and staff.
- c) Coordinating special services with other out-of-district schools and community agencies that work jointly in the resolution of pupil problems and programs outside of school.
- d) Providing a leadership role in the continuing development and implementation of administrative procedures related to the collection, maintenance, and dissemination of pupil records.
- e) Preparing administrative reports for the State Department of Education and the Superintendent of Schools.
- f) Keeping the central administration well informed on all significant matters under his/her supervision.
- g) Interface/communication with School Board attorney as needed concerning special education matters.

Be responsible for the planning and development of special services and special education by:

- a) Periodically assessing the adequacy of present procedures and programs, and identify possible steps to strengthen the program of services to pupils, parents and staff.
- b) Encouraging participation of many administrators, teachers, students, and community laypeople in cooperative assessment and planning for a better school, and keeping the community well informed concerning the schools' activities, needs and opportunities.
- c) Assessing the "climate" of the schools periodically to determine areas of needed improvement.

Serve as a recruitment officer for special services specialists and teachers of special education by:

- a) Examining and screening the applications or resumes for position, and initiating and conducting appropriate interviews.
- b) Recommending candidates to the building principal for a specific position interview in special services or special education.
- c) Recommending candidates to the Superintendent of schools for an interview that are under the administrative and functional supervision of the Director of Special Services.

Conducts such other relevant services as requested by the Superintendent of Schools.

TERMS OF

EMPLOYMENT: Salary for twelve-months and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

APPROVED BY: Board of Education **DATE:** October 14, 2002

REVISED: May 5, 2008