
TITLE: SUPERVISOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator, or Principal Certificate.
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

SUPERVISES: Instructional staff as assigned.

JOB GOAL:

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.
4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.

8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.

Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff according to state law.
2. Assists in the evaluation of other staff as assigned according to state law.
3. Supervises and coordinates 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.

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.
4. Produces special education press releases, bulletins, webpages, guides, and directories to be distributed to the staff and community.

Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of inservice and training programs.
3. Prepares and administers the departmental budget.

Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Prepares all reports, records, and other paperwork as required by law and administrative code and required by the Superintendent.
3. Attends and participates in Board of Education committee meetings and monthly Board of Education meetings as requested by the Superintendent.

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4. Serves as the district's Homeless Liaison and carries out all duties related as per state code and law.
 5. Serves as the district's Affirmative Action Officer and carries out all duties related as per state code and law.
 6. Supervises NJSMART data reporting as related to the Office of Special Education.
 7. Assists in the preparation and management of all state special education grants (IDEA) and other identified grants sought by the district.
 8. Serves as the district's English Language Learner Coordinator (ELL) and carries out all duties related as per state code and law.
 9. Performs other related duties as may be assigned by the superintendent.
 10. Serves as the district's Child Abuse Liaison and carries out all duties related as per state code and law.
 11. Serves as the district's Educational Stability Coordinator and carries out all duties related as per state code and law.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: September 28, 2016

Revised: July 26, 2017

Revised: July 26, 2023

LEGAL REFERENCES:

N.J.S.A.10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-7.1	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:40	Promotion of health and prevention of disease
N.J.S.A. 18A:40A	Substance abuse
N.J.S.A. 18A:46	Classes and facilities for handicapped children
N.J.A.C. 6A:7	Managing for equality and equity in education

N.J.A.C. 6A:8	Standards and assessment
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3	Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-9	Instructional certificates
N.J.A.C. 6A:9-11.3	Special education
N.J.A.C. 6A:9-11.4	Bilingual education
N.J.A.C. 6A:9-11.5	English as a second language
N.J.A.C. 6A:9-13	Requirements for educational services certification
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:9-16	Required professional development for school leaders
N.J.A.C. 6A:14	Special education
N.J.A.C. 6A:16	Programs to support student development
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.