

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

SUPERVISOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Master's Degree in Special Education, Supervision, or Administration (required).
2. Holds a valid Instructional Certificate and minimum of three years' successful teaching experience.
3. Holds a valid Administrative Certificate with endorsement of School Administrator, Supervisor or Principal.
4. Experience as a supervisor preferred.
5. Possesses strong organizational, communications (oral and written) and human relations skills.
6. Extensive knowledge of federal and state laws, as well as judicial decisions relevant to special education.
7. Possesses ability to plan, organize and administer a district-level professional development program.
8. Experience in conducting personnel evaluations preferred.
9. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: SUPERINTENDENT

SUPERVISES: Instructional staff, Child Study Team members and non-certificated (paraprofessional) staff as assigned.

JOB GOAL: Provides leadership in the development, implementation and coordination of all special education programs.

SCOPE OF RESPONSIBILITIES:

1. Work cooperatively with the Superintendent in establishing and managing the special services department.
2. Coordinates and supervises all transition needs for students in collaboration with case managers.
3. Assists in the implementation of the district's in-service education programs for the special services staff and recommends staff attendance at conferences and participation in other professional growth activities.
4. Conducts classroom observations and evaluations, and provides supervision of teachers, Child Study Team Members and non-certified staff as requested by the Superintendent.
5. Informs Superintendent of findings of observations and evaluations and reviews supervisory approaches with the Superintendent on working with special services staff.
6. Evaluates programs, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc., and makes recommendations to the Director of Special Services.
7. Meets frequently with staff under his/her supervision to problem solve and maintains and ongoing supervision of the coordination and implementation of special education programs.
8. Monitors and supervises the activities of the pre-school program.
9. Reviews current litigation regarding special education laws and procedures, and discusses this information with the Superintendent. May be required to attend resolution, mediation and due process hearings.
10. Assists in the identification of personnel needs and participates in the selection of special services personnel.
11. Oversees the development of curriculum dealing with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated K-12.

12. Works cooperatively with related service personnel, special needs vocational programs' agency personnel, etc.
13. Works with the Superintendent to develop, implement and supervise the Extended School Year Program.
14. Attends scheduled SEPAG meetings after school hours with Superintendent.
15. If necessary, assists the Superintendent in organizing and conducting meetings with the staff, students, and/or parents and appropriate district personnel wan other resources, to comply with the state and federal statutes and regulations regarding special education programs of the district.
16. Monitors the implementation of all non-public school programs covered by IDEA.
17. 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.
18. Assists the Superintendent in providing leadership in the development of the K-12 special education programs and achievement of state core curriculum standards and district goals and objectives.
19. Supports staff in the development of IEPs for the students.
20. Assists the Superintendent in reviewing and evaluating results of district-wide testing programs, and other evaluative measure used by the schools.
21. Assists in the development and monitoring of the special education program budgets.
22. Upholds and enforces school rules, administrative regulations and Board policy.
23. Maintains confidentiality about students in accordance with state and federal law, as well as Board policy and regulations.
24. Performs other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12-MONTHS – ALIGNED. Salary to be established per the Collective Bargaining Agreement between the Rumson-Fair Haven Board of Education and the Rumson-Fair Haven Administrative and Supervisory Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board’s policy on evaluations of certificated staff.

APPROVED BY RUMSON-FAIR HAVEN BOARD OF EDUCATION: March 8, 2022