

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## DIRECTOR OF SPECIAL EDUCATION SERVICES

### QUALIFICATIONS:

1. School Psychologist Certification required.
2. Supervisor or Principal's Certification required
3. Master's Degree required
4. At least 3-years of child study team experience in a public school setting (K-12) required.
5. Knowledge of current laws, rules and regulations governing special education.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### PRIMARY FUNCTION:

To enable students who cannot on their own sufficiently benefit from regular classroom placement to derive the fullest possible educational experience from school through the recommendation of sound educational programs and services; and, to provide professional counseling and/or referral to students in order to maximize opportunities by minimizing problems that prevent and/or interfere with learning.

### SUPERVISES:

Psychologists, LDT/C's, Social Workers, Speech Therapists, Occupational Therapists, Physical Therapists and Community Resource Specialists, Truancy Intervention Specialist, and others as assigned by superiors.

### REPORTS TO:

Superintendent of Schools

### TERMS OF EMPLOYMENT:

Twelve-month year, salary as established by the Board of Education in accordance with MRAA.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and MRAA contract provisions, if any.

### PERFORMANCE RESPONSIBILITIES:

1. Recommend policies and programs essential to the needs of children, especially those with special needs.
2. Provide leadership in establishing new programs and improving existing programs and develop improved understanding of existing programs.
3. Develop procedures for referral, securing records, reports, screening, placement, evaluation, assignment, and reappraisal of students vis-à-vis the special education services program.
4. Evaluate, on an ongoing basis, the total special education program, curricula, procedures, and individual students' needs and achievements.
5. Supervise and coordinate activities of child study teams.
6. Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
7. Evaluate professional personnel serving in the special education area as directed by immediate supervisors (with approval, some of this may be delegated to subordinate administrators).

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

**DIRECTOR OF SPECIAL EDUCATION SERVICES**

8. Assist in recruitment, selection, and recommendation for hiring/discipline/dismissal of any special services personnel.
9. Conduct regular meetings with staff and other interested parties.
10. Provide parents with all information pertaining to the overall classification and placement process in a manner that is easy to understand and that demonstrates concern for not only the welfare of the students but also the concerns of the parents. This shall include all appeal procedures.
11. Keep informed of all legal requirements governing special education in order to ensure compliance.
12. Assume responsibility for compiling, maintaining, and filing all reports (ADR, ASSA, End of Year Report, etc.), records, and other documents legally required or administratively useful.
13. Develops IDEA Grant and submits it in a timely fashion.
14. Supervise preparation of attendance reports and similar data necessary to reimbursement of funds, collection of tuition for out-of-district students, and similar fiscal matters.
15. Develop budget recommendations and provide expenditure control on established budgets for special services.
16. Maintain a permanent inventory of equipment purchased by special services.
17. Coordinate departmental operations with other school district departments.
18. Recommend placement and transfer assignments of all staff.
19. Develop and/or implement and/or recommend in-service programs that would enhance the functioning of the department.
20. Attend such workshops, conferences, and courses as are necessary and approved in order to maintain knowledge and grow professionally.
21. Coordinate responses to crisis.
22. Contact person for homeless families within the District.
22. Carry out programs and services related to Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and other related Federal/State Laws/Regulations.
23. Carries out such other duties as may be assigned by the Superintendent and/or Designee.

DATE ADOPTED BY BOARD: March 18, 2002

AGREED TO BY INCUMBENT: \_\_\_\_\_

(Signature)

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)