

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

SUPERVISOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C. 6-11-9.3 and 9.5)
2. Hold a Master's Degree from an accredited college or university.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative
5. Demonstrate knowledge and understanding of special education programs, Child Study Team Services, and development effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning styles in exceptional children
6. Demonstrate an understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapters 26 and 28, U.S.P.L. 93-112 and Section 504 of the Rehabilitation Act of 1973.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Special Education

SUPERVISES: Case Managers, Guidance Counselors, Speech-Language Pathologists, Occupational Therapists and Physical Therapist, School psychologists and Special Education Teachers.

JOB GOAL:

The Supervisor of Special Education, under the direction of the Director of Special Education, supervises, coordinates and monitors the planning, assembly and execution of all required divisional programs and activities relative to classified students. The Supervisor of Special Education, under the direction of the Director of Special Education, oversees assigned staff and programs, and provides vision, guidance and planning for the effective implementation of divisional programs and objectives to administrators of K-12 schools.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the supervision of and evaluation of special education staff by conducting site visits, walk-throughs, spot observations, feedback, modeling and coaching to ensure high quality learning based on current research and child development.
2. Monitor teacher proficiency in planning and delivery of effective instruction for students with disabilities.
3. Work collaboratively with the Special Education Department for achieving the outcomes identified in the student's IEP.
4. Work collaboratively with each principal to evaluate the effectiveness of the special education program as designated in school improvement plans and develop student intervention programs to address specific content areas.
5. Provide leadership through the development of and participation on professional development activities such as Professional Learning Communities (PLCs) and grade level meetings for the special education staff on effective instructional strategies, challenging behaviors, learning assessments and diagnosis and research related to different learning styles.
6. Coordinate curriculum planning and implementation of Common Core Standards.
7. Promote development of and implementation of developmentally appropriate materials with special education staff to ensure effective instruction.
8. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
9. Complete in a timely fashion all records and reports as required by law and regulation.
10. Collect and analyze data to support and increase student achievement for students with disabilities.
11. Answer correspondence promptly.
12. Develop SGO or any other growth plan.
13. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board Policy, and contractual requirements.
14. Recommend staffing needs and assist with recruitment and selection of new personnel.
15. Provide orientation and assistance and monitor the performance of new staff.
16. Provide opportunities for effective staff development that address the needs of the staff, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
17. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines.
18. Keep informed of all legal requirements governing N.J.A.C.6A:14.
19. Assume responsibility for own professional growth and development; for keeping current the literature, new research findings and improved techniques, and for attending the appropriate professional meetings and conventions.

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20. Perform such other responsibilities as may from time to time be assigned by the Director of Special Education and/or the Superintendent of his/her designee.
21. Maintain positive, cooperative and mutually supportive relationship with administration, instructional staff, students, parents and representatives of resource agencies within the community.
22. Attend required staff meetings and serve, as appropriate, on staff committees.
23. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21, et. Seq.) regarding conflicts of interest in employment, purchasing and other decision's, including solicitation and acceptance of gifts and favors, submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
26. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Special Education Programs or Superintendent or his/her designee.
27. Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
28. Assist with the coordination and supervision of activities of district's child study team members, speech-language specialists and other special services personnel to ensure compliance in the areas of referral evaluation, Individual Education Program (IEP) development and implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.
29. Attend IEP meetings and other student-centered meetings as necessary to resolve issues and insure the appropriate developments and implementation of programs and services.
30. Assist in the preparation of federal, state, county, and district reports and grants as necessary.
31. Assist in the coordination of activities between special services personnel and the school-based Intervention and Referral services teams to ensure effective general education interventions.
32. Participate in monthly special education meetings, department of instruction meetings and other meetings as deemed necessary.
33. Assists in the creation of and edits for publication of all curriculum guides and materials to include possible modifications for students with disabilities.
34. Assists in review and implementation of District's Strategic Plan goals as they pertain to the Special Education Department.
35. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
36. Maintains liaison and active participation with educational leaders in curriculum and instruction as state, regional, and national levels.

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37. Gather information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students.
38. Maintains positive outreach and communication with parents, directs, intervenes and resolves conflict with parents as needed.
39. Coordinates scheduling of classified students (in conjunction with Building Principals).
40. Observes assigned K-12 staff using the district-approved evaluation model.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; 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:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- 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 non-citizens
- 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:37-2 Discipline of pupils
- N.J.A.C. 6:3-3.1 et seq. Condition for employment of teachers
- N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-5.1 et seq. Seniority
- N.J.A.C. 6:8 Through and efficient system of free public schools
- N.J.A.C. 6:11-3.1 Certificate required
- N.J.A.C. 6:11-3.9 Oath of allegiance required
- N.J.A.C. 6:11-3.10 Citizenship required
- N.J.A.C. 6:11-5 Requirements for instructional certificate

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N.J.A.C. 6:11-6 Endorsements on the instructional certificate
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:24 Education reform in the Abbott districts
See particularly:
N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

*applies to Abbott districts only

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

No Child Left Behind Act of 2001, P.L. 107-110 Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002