

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Student Services**

**Certified**

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**TITLE:** Director of Special Education

**QUALIFICATIONS:**

1. Valid New Jersey Standard Principal Certificate or School Administrator Certificate of Eligibility;
2. Masters Degree in special education or educational administration leadership;
3. Demonstrate knowledge with special education law and regulations;
4. Minimum of three (3) years of successful leadership experience in central administration;
5. Five (5) or more years of experience working with special needs students;
6. Broad knowledge of state and federal special education laws, regulations, procedure and reporting requirements;
7. Demonstrate leadership ability to effectively administer special education programs and to work with parents community groups and agencies;
8. Ability to organize and coordinate district-wide programs
9. Strong leadership, interpersonal skills, and organizational skills.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exceptional communication skills; and demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate ability to use electronic equipment for word processing, data management, visual presentations, email, and database software programs.
13. Current residency in New Jersey approved residency waiver, or candidate agrees to obtain residency within one year of employment.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
17. Mandatory testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

**REPORT TO:** Superintendent of Schools

**JOB GOALS:** The Director of Special Education provides 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. Oversee in collaboration with building principals the child study team member, school counselors, student assistance coordinators, certified and non-certified special education and health service personnel. Serves as the District's 504 Officer in compliance with federal and state regulations.

**PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities.

## DIRECTOR OF SPECIAL EDUCATION (continued)

2. Evaluates existing programs and makes recommendations for improvements. Assist in the formulation of a philosophy and objectives for the instructional education plan for special needs students.
3. 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.
4. 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-wide with legal requirements of this process.
5. Monitors the implementation and compliance of IEPs.
6. Ensures that all testing done by the child study team members is according to 6A:28.2 and that placement meets the federal and state mandates, of LRE;
7. Recommends policies and programs essential to the needs of special education children.
8. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
9. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
10. Responsible for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
11. Oversee and coordinate the medical and nurses' service provided to students by the school nurses, school physician and/or physician specialist with building principals.
12. 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.
13. Coordinates child team and speech services with instructional programs.
14. Oversees the referral to proper agencies for students needing special attention;

### Staff Supervision and Coordination

1. Responsible for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. 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.
3. Supervises the coordination of transportation for special needs children placed in and out of district.
4. Attends regularly scheduled meetings with principals, and district administrators.
5. Attend board meetings as requested by the superintendent.

### 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. Facilitate with Parent, Partnership and Communication Coordinator the Special Education Parent Advisory Council (PAC) Districtwide meetings.

### 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 in-service and training programs.
3. Prepares and administers the departmental budget.
4. Ensures that a permanent inventory of equipment purchased for special services is maintained.
5. Prepares and submits required state and federal reports, such as IDEA and IDEA grants, Annual Data Report, ASSA Report, End of the Year Report, Extraordinary Aid Application.
6. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

## DIRECTOR OF SPECIAL EDUCATION (continued)

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.

**TERMS OF EMPLOYMENT:** Twelve (12) month employee, salary, and work year as set by the Board of Education.

**FLSA STATUS:** Exempt

**SALARY RANGE:** \$110,000.00 - \$140,000.00

**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 by: Pleasantville Board of Education

Date: September 16, 2025

### **LEGAL REFERENCES:**

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

## DIRECTOR OF SPECIAL EDUCATION (continued)

<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-10.3</u>	Special education
<u>N.J.A.C. 6A:9B-10.4</u>	Bilingual education
<u>N.J.A.C. 6A:9B-10.5</u>	English as a second language
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	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)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.