

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

Special Services

TITLE: SUPERVISOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Hold a New Jersey Supervisor or Principal certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq.; N.J.A.C. Title 6 Chapter 11 and N.J.A.C.6:11:9.3 and 9.5
2. Master's Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for supervisor or school principal.
3. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
4. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
5. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
6. Strong leadership and communication skills
7. Required criminal history check and proof of U.S. citizenship or resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Director of Special Services/ or designee

SUPERVISES: Special Education personnel

JOB GOAL:

To provide leadership and direction to enable special education pupils, including pupils in an alternative education program which may occur outside of normal school hours, 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, including the alternative 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 teaching staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Recommends policies and programs essential to the needs of special education children, including the alternative education program.
4. Assumes responsibility for overseeing the Dynamic Learning Maps Assessments including but not limited to

SUPERVISOR OF SPECIAL EDUCATION (continued)

providing staff training and scheduling.

5. Provides leadership in the implementation of District-Wide curricula in Special Education programs, including the alternative education.
6. Provides leadership in 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 evaluation of all certified and noncertified special education staff.
2. Ensures staff are compliant with students' IEP's including progress reporting and addressing goals and objectives.

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs.
2. Interprets the objectives of the district's special education program, including the alternative education program, to parents, students, staff and the community.

Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special education programs 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.

Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Disseminates information on new education research and new state department rules and regulations in the area of special education.
3. Performs other related duties as may be assigned by the Director of Special Services/ or designee.

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 by: Pleasantville Board of Education

Date: 9/17/2019 (C&I Agenda)

Revised:

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:6-10

Law Against Discrimination

Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

Dismissal and reduction in compensation of persons under tenure in public school

SUPERVISOR OF SPECIAL EDUCATION (continued)

system

<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly: <u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly: <u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9B-10.3	Special education
<u>N.J.A.C.</u> 6A:9B-10.4	Bilingual education
<u>N.J.A.C.</u> 6A:9B-10.5	English as a second language
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly: <u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10-6.1 <u>et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 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)

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

SUPERVISOR OF SPECIAL EDUCATION (continued)