



**Position Description:** Director of Pupil Services

**State Code/Title:** 0524–Director Special Education

**Position Type:** Director Special Education

**Date Posted:**

**Closing Date:**

**Location:** Central Services

**Date Available:**

### **Who We Are:**

The Montclair Public School District is dedicated to creating a culture of learning and continuous improvement that provides every child with a high quality, rich, and rigorous education, through a magnet system of integrated schools in which every school represents a strong, diverse, and vibrant community of learners. Montclair Public Schools is committed to recruiting and retaining high quality staff who will cultivate and support our students to become high academic achievers, curious and creative thinkers, and socially adept young people who are prepared for college and careers of the 21<sup>st</sup> century.

### **Why We Do This Work:**

The Pupil Services exemplifies the mission and vision of the district through its focus on serving each Montclair Public School well. We believe that all children, regardless of circumstances, can achieve at high levels and academic achievement gaps can and will be eliminated with the support of teachers who deliver engaging, relevant, and academically rigorous instruction that excites students and instills a love of learning in them. Pupil Services is committed to ensuring that this mission is embodied in each student in MPS and empowers students to attain success in school and life.

### **What We Need:**

The Director of Pupil Services is responsible for directing the special education program K-12 across all content areas and in all programs, and to provide leadership to the professional staff to plan, implement, articulate, and evaluate all related programs while successfully aligning these programs and their curriculums and activities to district objectives and state and federal mandates.

### **Essential Duties and Responsibilities:**

1. Supervise and evaluate the effectiveness of the district's special education programs, curriculums, instructional materials and school services
2. Assist with the preparation and administration of the related accounts in the school budget
3. Provide leadership and guidance for special education curriculum planning, coordination and evaluation,
4. Supervise the activities of the Child Study Teams and related services including neuropsychiatric services, external programs and out of district placements, external consultants, nurses, therapists, vocational counselors for handicapped children
5. Identify priorities for program improvement based upon the analysis of data and achievement indicators
6. Prepares drafts of needed board policies and administrative rules for the superintendent's review and/or board action
7. Participates in the selection and recommendation for adoption of all textbooks and supplementary instructional materials and delivery systems
8. Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the programs
9. Attends board meetings and prepares such reports for the board as the superintendent may request
10. Evaluates the performance of assigned personnel in accordance with law, code and board policy
11. Enforces all board policies, administrative directions and state laws/regulations
12. Keeps supervisors and school community informed of requirements, events and activities in the area of Special education
13. Oversee the continuous improvement of the program within the district



14. Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district
15. Confer with parents of students who have unique educational problems
16. Aligns departmental priorities with district standards and objectives
17. Uses the continued input from the total school community in improvement efforts
18. Other duties as assigned or as related to the central job goal.

**Qualifications:**

1. Commitment to education and dedication to the Montclair Public Schools' Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels
2. Demonstrated passion and belief that all students can achieve success through education
3. Capability to work independently, develop strategies, and build alliances to reach stated professional development goals
4. Strong written, oral communication, and public speaking skills
5. Must possess strong managerial and leadership skills
6. Excellent inter-personal skills and ability to work cooperatively with different types of personalities
7. Demonstrated ability to multitask effectively and prioritize strategically
8. Openness to feedback and willingness to take personal responsibility
9. A track record of distinguished success in educational and organizational leadership.
10. Valid New Jersey School Administrator Certificate or eligibility
11. Central office, school administration and teaching experience as determined by the board
12. Demonstrated success with curriculum, personnel management, school finance and strategic planning
13. Strong leadership and communication skills
14. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
15. Demonstrated knowledge and experience pertaining to Special Education programs and regulations in NJ schools.

**Terms of Employment:** Twelve months. Serves in accordance with the terms of the contract.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**Established:** 1973

**Revised:** 1982, 1984, 1986, 2007, 2011, 2013