

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

**Position Title: Supervisor of Special Education**

Qualifications:

1. Master's degree in a related field preferred
2. Supervisor certification
3. Successful experience with programs dealing with students with disabilities
4. Ability to work on site during the hours required
5. Demonstrated aptitude or competence for assigned responsibilities
6. Required criminal background check and proof of U.S. citizenship or legal alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Responsible to: Director of Pupil Services

Job Goal: Work with all certificated and non-certificated personnel associated with pupil services in order to improve and facilitate services to all pupils with disabilities Pk-12 but with a primary focus in grades Pk-5.

Performance Responsibilities:

1. Assist with 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, Individualized Education Program (IEP) development and implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment;
2. Coordinate child study team, speech-language specialists and special services activities to ensure compliance with federal and state law and regulation and district policy and regulation and all related monitoring and corrective action;
3. Supervise and evaluate the job performance of child study team members, speech-language specialists and related services personnel, providing direction and assistance for improvement;
4. Assist in the supervision of special education teachers and aides, as necessary, and provide direction and assistance for improvement;
5. Work cooperatively with building principals and district administrators to resolve issues and ensure the effective and efficient provision of special education programs and services;
6. Coordinate staff development for special services personnel, including child study team members, speech-language specialists, related services providers, teachers and aides;
7. Communicate frequently and clearly with parents, guardians and care givers. Resolve problems and respond to parental requests for information or assistance in a timely fashion. Participate in the coordination of parental activities, including committees and parent meetings;

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8. Attend IEP meetings and other student-centered meetings as necessary to resolve issues and insure the appropriate development and implementation of programs and services;
9. Demonstrate knowledge of the state and district's special education policies and procedures;
10. Assist in the preparation of federal, state, county and district reports and grants as necessary;
11. 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;
12. Assist in the coordination of efficient allocation of materials and supplies, including testing materials;
13. Participate in monthly special education meetings, Department of instruction meetings and other meetings as deemed necessary
14. Review and provide services which conform to district objectives;
15. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
16. Perform other such duties in fulfillment of the general responsibility as may be desirable and necessary.

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 the Board's policy on evaluation of administrative staff.

Revised: 2007