



BRICK TOWNSHIP PUBLIC SCHOOLS

Title: Director of Special Services

Qualifications:

1. New Jersey Principal and/or School Administrator Certificate or Certificate of Eligibility
2. Masters Degree or Doctoral Degree in Administration and Supervision
3. Minimum of five years of successful experience as a CST Member and/or Teacher of the Handicapped
4. Minimum of five years of administrative experience, preferred experience of five years as a school principal
5. Strong skills in leadership, problem solving, communication and organization
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

Reports to:

Superintendent of Schools

Supervises:

Supervisors of Special Education, Child Study Team, and Special Education Teachers

Job Goal:

In collaboration with the Superintendent, the Director of Special Services coordinates all special education programs and auxiliary services affecting special education pupils including, but not limited to: program; personnel; state and federal programs; community relations; budget; legal matters; and compliance.

Performance Responsibilities:

1. Program

- a. Assesses, monitors and develops programs for students with special needs that demonstrates a range of services for diverse learners
- b. Determines needs across district grade levels for the development of new programs including staffing, space and other budgetary needs
- c. Monitors the continuum of programs to assure appropriate transitions for students

2. Personnel

- a. Collaborates with district administrators and the Director of Human Resources in processes and selection of qualified instructional staff to be recommended for hire
- b. Anticipates and plans for personnel needs in the district's special education programs



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- c. Oversees and evaluates special education program staff in cooperation with building and district administrators, including but not limited to: CST, Teachers, Related Support Services Faculty, Paraprofessionals and office staff
 - d. Collaborates with central office staff in defining professional learning opportunities for faculty and staff
 - e. Participates in the selection process for administrative vacancies as requested by the Superintendent
- 3. Provides Leadership to Child Study Teams**
- a. Oversees supervisors and child study teams adherence to the referral, testing and classification processes as prescribed by all special education law
 - b. Meets with child study team to review district data trends to plan for staffing, budgeting and professional development
 - c. Monitors data informed practices to assure placements in the least restrictive environment
 - d. Conducts meetings with the Child Study Team for:
 - i. Referrals
 - ii. Parents
 - iii. Individual case progress and evaluations
- 4. Administration of Federal and State Programs**
- a. Plan, determine allocations and monitor the implementation of the grant funds received through the Individuals with Disabilities Education Act (IDEA)
 - b. Oversees staff in the application for and receipt of Special Education Medicaid Initiative (SEMI)
 - c. Collaboratively oversees special education and integrated preschool programs
- 5. Matters of Compliance**
- a. Collaborates with Central Office Administration in the completion of monitoring and compliance tasks as defined by the NJ Department of Education (QSAC, etc.)
- 6. Budget**
- a. Oversees district funds for all special education programs
 - b. Recommends allocation of grant funds and other sources of funding to the Superintendent based on programmatic needs
- 7. Legal**
- a. Serves as key communicator with district special education counsel
 - b. Communicates pending litigation to the Superintendent
 - c. Represents the district, or determines representation among supervisors and/or CST in court related matters
 - d. Oversees compliance with legal records requests from attorneys
- 8. District Community Relations**
- a. Serves as key administrative liaison with the parent community through the Special Education Parent Advisory Group (SEPAG)
 - b. Develops, presents or arranges presenters for parent education programs



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9. All other duties

- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

Terms of Employment:

Twelve-month position; salary as per contract with the BTASA

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Board Approval Date: January 17, 2019