



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION:

SUPERVISOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Master's Degree in Special Education, Supervision, or Administration (required).
2. Valid Teacher's Certificate and minimum of three years' successful teaching experience.
3. Valid Supervisor's or Principal's Certificate, and experience as a supervisor preferred.
4. Possesses strong organizational, communications (oral and written) and human relations skills.
5. Extensive knowledge of federal and state laws, as well as judicial decisions relevant to special education.
6. Possesses ability to plan, organize and administer a district-level professional development program.
7. Experience in conducting personnel evaluations preferred.
8. Successful completion of required criminal history check, and has proof of US citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Services

JOB GOALS: Supervises instructional staff as assigned. Provides leadership in the development, implementation and coordination of all special education programs.

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with the Director of Special Services in establishing and managing the special services department.

2. Coordinates and supervises all transition needs for students in collaboration with case managers.
3. Assists in the implementation of the district's in-service education programs for the special services staff and recommends staff attendance at conferences and participation in other professional growth activities.
4. Conducts classroom observations and evaluations, and provides supervision of teachers, Child Study Team Members and non-certified staff as requested by the Director of Special Services.
5. Informs Director of Special Services of findings of observations and evaluations and reviews supervisory approaches with the Director of Special Services on working with special services staff.
6. Evaluates programs, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc., and makes recommendations to the Director of Special Services.
7. Meets frequently with staff under his/her supervision to problem solve and maintains an ongoing supervision of the coordination and implementation of special education programs.
8. Monitors and supervises the activities of the pre-school program.
9. Reviews current litigation regarding special education laws and procedures, and discusses this information with the Director of Special Services. May be required to attend resolution, mediation and due process hearings.
10. Assists in the identification of personnel needs and participates in the selection of special services personnel.
11. Oversees the development of curriculum dealing with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated K-12.
12. Works cooperatively with related service personnel, special needs vocational programs' agency personnel, etc.
13. Works with the Director of Special Services to develop, implement and supervise the Extended School Year Program.
14. Attends monthly Special Services Subcommittee meetings after school hours with Director of Special Services or serves as the Director of Special Services' designee in the event of his/her absence.
15. If necessary, assists the Director of Special Services in organizing and conducting meetings with the staff, students, and/or parents and appropriate district personnel

and other resources, to comply with the state and federal regulations regarding special education programs of the district.

16. Monitors the implementation of all non-public school programs covered by IDEA.
17. Ensures compliance with federal and state mandates, as well as with local policy in the maintenance of paper files and computerized Child Study Team records relating to individual students and the operation of the Child Study Team.
18. Assists the Director of Special Services in providing leadership in the development of the K-12 special education programs and achievement of state core curriculum standards and district goals and objectives.
19. Supports staff in the development of IEP's for the students.
20. Assists the Director Special Services in reviewing and evaluating results of district-wide testing programs, and other evaluative measures used by the schools.
21. Assists in the development and monitoring of the special education program budgets.
22. Serves as the Director of Special Services' designee as needed.
23. Performs other duties as may be assigned by the Director of Special Services.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

EVALUATION: Annually by the Director of Special Services, in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

SOURCE: Regular Board Meeting

DATE: February 24, 2010