



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

INTERIM DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Bachelor's Degree in Special Education, in Supervision, or Administration (required); advanced coursework/degree in area of job responsibility (preferred)
2. Valid teaching certificate and a minimum of three years' successful teaching experience
3. Certification as Supervisor, Principal or School Administrator *and* a minimum of three years experience in the role of director of coordinator of special services
4. Strong skills in communications, human relations and organization
5. Extensive knowledge of federal and state law as well as judicial decisions relevant to special services department
6. Successful completion of required criminal history background check, required drug/alcohol testing, and proof of US citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Superintendent of Schools

JOB GOAL: To coordinate the development, implementation and evaluation of instructional programs for students determined to be in need of Special Education with the Interim Director of the Child Study Teams. To provide supervision to the faculty, through observation and evaluation including the arrangement of professional development. To ensure that program delivery provides the required services and that all programs and faculty in the special services area are of the highest quality.

A. MAJOR RESPONSIBILITIES:

1. Personnel Administration
2. Program Development, Implementation and Supervision
3. Staff Development
4. Support the implementation of Child Study Team Activities with the Interim Director of the Child Study Teams.
5. School and Community Relations
6. Professional Development
7. Other assigned duties

B. PERFORMANCE DUTIES:

1. Personnel Administration
 - a. Plan, direct, coordinate and participate in the recruitment of certified personnel and staff for the Special Education Program in cooperation with the Interim Director of Child Study Teams.
 - b. Screen and process applications of candidates for employment in SE Programs.
 - c. Interview and recommend to the Superintendent applicants for appointment to the staff of the district's special education program in cooperation with building principals as appropriate.
 - d. Anticipate and plan for personnel needs in the district's special education program.
 - e. Observe and evaluate special education personnel in cooperation with building principals and other district administrators.
2. Administration of Federal and State Programs
 - a. Contribute to the development of a total school philosophy and Board of Education policies concerning Special Education.
 - b. Work cooperatively with building administrators in the development, staffing, implementation and evaluation of the SE programs as conducted in their school.
 - c. Administer and supervise the delivery of all special education programs.
 - d. Determine the need for program modification and new programs and services in accordance with state and federal mandates as well as local policies and needs.
 - e. Arrange for the provision of related services defined by statute when such services form a part of a student's Individualized Education Program.
 - f. Assist the Interim Director of Child Study Teams to determine student progress, measure program improvement annually, and compile sustained effects data.
 - g. Prepare and administer budgets in accordance with local, state and federal requirements for the SE programs.
 - h. Study state and federal legislation, projects and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations available relevant to the needs of the district.

- i. Coordinate the preparation for monitoring visits conducted by the New Jersey State Department of Education and federal agencies for the special Education program.

4. Staff Development

- a. Secure, evaluate and disseminate information about recent developments in the education of SE students.
- b. After appropriate consultation with the staff, determine the needs for staff development.
- c. Plan, conduct and evaluate, with qualified district personnel and other resources, appropriate in-service training programs, workshops and meetings for faculty in the areas of Special Education and other areas under the jurisdiction of the Interim Director of the Child Study Teams.

5. School and Community Relations

- a. Plan and implement, with appropriate district personnel, a multifaceted program to continually inform the Board of Education, district faculty and staff, students, parents and the community about the SE programs.
- b. Organize and conduct, with the Interim Director of the Child Study Teams and other appropriate district personnel and resources, surveys and meetings to comply with the state and federal regulations for staff, parent and community input for the BSIP, ESL, and SE programs.
- c. Develop and maintain a knowledge of and relationship with the various agencies and institutions outside the school district which offer services to the students in the and Special Education programs.
- d. Compile and maintain a comprehensive database of community agencies relevant to the functioning of the Special Services Department.

6. Professional Development

- a. Keep informed about current research, trends, and development in the areas of d Special Education and other areas within the Special Services Department.
- b. Participate in local, county, state, and national professional meetings associated with SE which are relevant to the needs of the Holmdel Township Public Schools and its special programs in accordance with Board policy, district procedures and budgetary allocations for professional development.

7. Other assigned duties.

- a. Ensure appropriate transportation service for special education students in cooperation with the coordinator of Transportation.
- b. Work with the Assistant Superintendent in the development or revision of policies to ensure compliance with federal and state laws and regulations applicable to the Special Services Department.
- c. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.

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

EVALUATION: Performance of the position will be evaluated annually in accordance with the provisions of the Board of Education policy on Evaluation of Administrative Personnel.

SOURCE: Regular Board Meeting

DATE: September 22, 2004