

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT DIRECTOR OF SPECIAL SERVICES AND PROGRAMS

QUALIFICATIONS:

1. Proper New Jersey Supervisor Certification required. Principal/Director Certification preferred.
2. Successful experience working with children with special needs.
3. Knowledge of diverse needs of children with disabilities.
4. Ability to communicate effectively with students, parents, and school personnel.
5. Child-Study Team 3-5 years' experience.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

Assists in the operation of the total special-education program including the autism programs with emphasis on curriculum and instruction.

SUPERVISES:

Child-Study Team, Related Service Providers, BcBA and teaching staff

REPORTS TO:

Assistant Superintendent of Special Services or designee

TERMS OF EMPLOYMENT:

12-Month Employee

EVALUATION:

The Assistant Superintendent of Special Services will evaluate performance on the ability and effectiveness in carrying out the above job description and other related job responsibilities.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

The performance expectations include, but are not limited to, the following functions/tasks:

1. Instruction and the Learning Environment: Creates a school culture for learning; envisions and enables with others instructional and auxiliary programs for the improvement of teaching and learning; recognizes the developmental needs of students; ensures appropriate instructional methods; designs positive learning experiences; accommodates differences in cognition and achievement; mobilizes the participation of appropriate people or groups to develop these programs and to establish a positive learning environment.
2. Curriculum Oversight: Understands major curriculum design models; interprets school district curricula; oversees the implementation of the district's curricula; monitors social and technological developments as they affect curriculum; recommends curriculum content modifications as needs and conditions change.
3. Student Growth and Development: Understands and accommodates student growth and development; responds to family needs as they relate to schooling; enlists the

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ASSISTANT DIRECTOR OF SPECIAL SERVICES AND PROGRAMS

participation of appropriate people and groups to design and conduct programs that enhance student growth and development, such as the Intervention and Referral Services and Child Study Team.

4. Staff Development: Works with faculty and staff to identify professional needs and relevant staff development programs; supervises individuals and groups; provides feedback on performance; arranges for remedial assistance, supervises mentoring programs for provisionally certified teachers; initiates self-development.
5. Measurement and Evaluation: Determines what diagnostic information is needed about students, staff and the school environment; draws inferences for program revisions, interprets measurements or evaluations for others.
6. Resource Allocation: Procedures, apportions, monitors, accounts for, and evaluates fiscal, human, material, and time resources to address the needs and goals of the school site; plans and develops the budget process with appropriate staff.
7. Child-Study Team meetings.
8. Supervises and coordinates scheduling, staffing, training, direct services and other administrative duties.
9. Assists special-education teachers in the implementation of the instructional objectives for students.
10. 10.Observes and assists with the classroom performance of special-education teachers in cooperation with the building principal and supervisory staff.
11. Plans and provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP implementation.
12. Works with building administrators, supervisors, and special-education teachers to assure appropriate services for identified students.
13. Participates in special-education eligibility meetings, IEP meetings, behavior intervention plan meetings and manifestation determinations as the situation demands, while insuring that the district maintains compliance with federal and state special-education regulations.
14. Assesses special-education and related services to identified special-education students through monitoring each student's IEP and SOL results.
15. Assists with the supervision and evaluation of the Child Study Team members and related professional staff.
16. Complies with and supports school and division regulations and policies.
17. Performs related duties as assigned by immediate supervisor(s) in accordance with the school/system policies and practices.
18. Supervises and has responsibility all clinical services delivered by faculty and non-faculty clinicians under the guidance of the Assistant Superintendent of Special Services.
19. Plans, develops, manages, and evaluates program implementation to ensure fidelity and integrity of student programs in collaboration with the Office of Curriculum & Instruction as needed.
20. Assists with the supervision of the activities of professional and paraprofessional staff.
21. Responsible for the recruitment, selection and training of staff.
22. Develops and implements curriculum, clinical and training budgets in collaboration with the Assistant Superintendent of Special Services.

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23. Assists the Assistant Superintendent of Special Services in preparation and monitoring of the program's budget.
24. Consults with the Assistant Superintendent of Special Services, Child Study Teams and related-services staff for provision of appropriate services.
25. Reviews each Individual Education Plan (IEP) and ensures IEP procedures are complete and in compliance with New Jersey and Federal rules, regulations, laws, policies and procedures prior to placement of a student in a program under his/her direction.
26. Coordinates and plans the Special Services Extended School Year (ESY) Program and provides daily supervision of the program during the summer months in conjunction with the Assistant Superintendent of Special Services.
27. Performs all other tasks and assumes such other duties and designated by the Assistant Superintendent of Special Services.
28. Testing coordination for DLM.
29. SEPAQ liaison.
30. Carries out such other professional duties as may be assigned by the Superintendent. and/or his/her designee.

DATE ADOPTED BY THE BOARD: January 11, 2021

AGREED TO BY INCUMBENT: _____ DATE: _____
(Signature)

(Print Name)