

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

DIRECTOR OF STUDENT SUPPORT SERVICES

QUALIFICATIONS:

- School Administrator Certificate or Certificate of Eligibility
- Minimum of five years of successful teaching experience
- Minimum of five years of Administrative experience
- Knowledge of Special Education laws, procedures and processes
- Demonstrated ability to work effectively with staff, parents and students in the areas of Special Education
- Knowledge of and leadership in school inclusion programs
- Strong leadership and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: Supervisor of Student Support Services

JOB GOAL:

The Director of Student Support Services coordinates the planning, development, and implementation of special education programs and services. The Director works collaboratively with administrative and instructional staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the district's Coordinator of Homeless services.
2. Assists with the supervision and evaluation of Child Study Teams, instructional staff and related service providers in assigned buildings.
3. Establishes goals and objectives for the Special Education Department and evaluates the achievement of the goals.
4. Prepares an operationally sound budget for the department.
5. Fosters wholesome and cooperative relationships between and among members of the department and other district personnel.
6. Keeps informed of all legal requirements governing special education and related support services.
7. Provides leadership in establishing new programs and developing improved understanding of existing programs.
8. Assists in program development for students with disabilities that is in line with NJ Student Learning Standards.
9. Assists in development of procedures for the referral/evaluation process within the confines of NJAC, assuring all timelines are met.
10. Organizes and evaluates Special Education Programs assuring the Least Restrictive Environment mandates of New Jersey Administrative Code are met.
11. Organizes and directs in-service training programs, public information programs, and other activities that are intended to improve and explain the function of special education programs.
12. Monitors the development and implementation of individualized education programs.
13. Assesses and approves evaluative instruments.
14. Inform staff, parents and students of all pertinent rules, regulations and procedures.

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15. Prepares and submits State and Federal Reports required for the Special Education Department.
16. Coordinates the development and writing of Grant Projects that would enhance student support programs.
17. Organizes the SEMI program assuring appropriate documentation is maintained.
18. Performs other related duties as required by the position or assigned by the Superintendent.
19. Is responsible for developing and maintaining a continuum of special education and related services for disabled children, ages three through twenty-one.
20. Consults with building principals regarding contract renewal, non-renewal or the withholding of salary increments, and the development of annual Summative Reports and PIPs (Professional Improvement Plans) for all special service personnel.
21. Ensures that Child Study team members are in compliance with State, Local and Federal rules and regulations.
22. Responsible for obtaining contracted and independent services as approved by the District Board of Education.
23. Keeps abreast of state and federal rules and mandates, and ensures district compliance with applicable laws, rules and regulations.
24. Advises and consults legal counsel as required.
25. Participates in Due Process and Mediation cases.
26. Performs other related duties as required by the position or assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 4/19/1999
Revised: 10/8/2010
9/27/2012
5/22/2013
9/9/2020