

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUPERVISOR OF STUDENT SUPPORT SERVICES

### QUALIFICATIONS:

- Valid New Jersey Supervisor's Certificate
- Minimum of five years experience as a Child Study Team Member, preferred
- Minimum of five years of successful teaching experience, desired
- Knowledge of Special Education laws and regulations
- Knowledge of and leadership in school inclusive practices
- Possesses strong technology skills and knowledge of various platforms
- 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  
Director of Student Support Services

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Assists in implementation and evaluation of district goals for the Special Education Department.
2. Fosters cooperative relationships between Child Study Team members and other district personnel.
3. Assists in organizing and evaluating Special Education programs and services, including related services.
4. Assists in the supervision and evaluation of Child Study Team and Special Education staff.
5. Assists in program development for students with disabilities that is in line with New Jersey Student Learning Standards (NJSLs).
6. Provides leadership in the development of the K-12 instructional program and achievement of New Jersey Student Learning Standards and district goals and objectives.
7. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
8. Cooperates with school principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
9. Assists in revising and updating Special Education curriculum offerings.
10. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
11. Monitors and conducts placement of individual students with special needs in those educational situations best suited to their requirements.
12. Monitors special education services and reviews students' progress, insuring Individualized Education Plan compliance.
13. Coordinates special education scheduling in collaboration with case managers and principals.
14. Monitors and coordinates the Special Education Student Management program and ensures related services documentation.
15. Assists with grant and budget development.
16. Assists with the planning for professional development for staff.
17. Remains current and knowledgeable of the New Jersey Administrative Code.
18. Effectively communicates with parents, staff and legal counsel regarding Special education issues.
19. Participates, as appropriate and required, in legal situations.

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20. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

EVALUATION:

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

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Signature

Date

Approved: 9/14/2011  
Revised: 9/27/2012  
9/9/2020