

Caldwell-West Caldwell Public Schools

Office of Human Resources

JOB DESCRIPTION

I. TITLE

Director of Special Services

II. PRIMARY FUNCTION

Administration and supervision of the special services department, child study teams, and related special education programs, including the home instruction program.

III. REPORTS TO

Superintendent of Schools

IV. SUPERVISES

- Child Study Teams
- Teachers
- Nurses
- Related Service Providers
- Other staff, as assigned

V. QUALIFICATIONS

- Certified or eligible for New Jersey certification as Principal or School Administrator
- Experience in Special Education as a teacher and/or member of the Child Study Team
- Such other qualifications of academic, professional, and personal excellence as the Caldwell-West Caldwell Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Direct the development, implementation, and evaluation of programs and services related to the special services department (i.e. special education, home instruction, speech, and out of district placements)
- Supervise and coordinate the child study teams, including the development and implementation of procedures for evaluation, classification, and placement of students with disabilities

- Supervise and evaluate child study teams assigned to the special services department and monitor the evaluation of special education teachers and related service providers (e.g.. speech therapists, occupational therapists, physical therapists) assigned at the building level
- Represent the district in all hearings/appeals (local/county/state) regarding programs and services related to the classification and placement process
- Prepare and submit required state/federal funding applications (e.g. IDEA Grant, Extraordinary Aid Application, etc.) and reports, and other reports, as required
- Prepare budget recommendations regarding programs and services related to the special services department and special education
- Develop and maintain effective working relationships and communications with staff, parents, and community groups, and student agencies
- Prepare, modify, and evaluate the annual special education plan mandated by the state
- Monitor the implementation of special education curriculum and instruction
- Disseminate information on new educational research and new state department rules and regulations in the area of special services
- Assist in the screening, interviewing, and hiring of certified, as well as non-certified, personnel for special services positions
- Performs such other duties as may be assigned by the Superintendent of Schools and/or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position - Exempt Group - Salary as determined annually by the Board of Education