

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Director of Special Education**

### **QUALIFICATIONS:**

1. NJ Certification as Supervisor, Principal, or School Administrator
2. Experience in Special Education as a teacher and/or member of a Child Study Team
3. Such other qualifications as may be specified

**REPORTS TO:** Superintendent

### **RESPONSIBILITIES:**

1. Supervise all personnel assigned to the department
2. Collaborate with building principals in evaluating special education staff
3. Collaborate with the Superintendent in the recruitment and hiring of special education staff
4. Supervise and coordinate the educational programs and services provided by the special education department
5. Collaborate with building principals to establish staffing needs necessary to provide services prescribed in Individualized Education Programs
6. Collaborates with building principals in the implementation of all special education programs
7. Maintain contact and supervise contracts with outside agencies and professional consultants that provide services for students with disabilities
8. Organize the transportation for all special education students
9. Develop in-service programs for the district's special education personnel. In collaboration with the building principals, develop in-service programs for general education personnel on special education topics
10. Develop programs for parents
11. Keep current with knowledge of special education laws and regulations
12. Develop and submit the department budget

13. Manage the budgeting of funds from outside sources
14. Complete all state and federal reports and applications
15. Other such duties as may be assigned by the Principal or Superintendent