

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Student Services
Certified**

Title:	Supervisor of Special Education
Qualifications:	<p>Minimum:</p> <ol style="list-style-type: none">1. Experience as a special education teacher or holder of an educational services certificate preferred.2. Supervisory experience is highly desirable.3. Experience in Special Services administration preferred.4. Strong organizational, communication and interpersonal skills5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
Certificate and Endorsement Requirements:	Valid New Jersey Supervisor certificate.
Reports To:	Director of Special Services
Supervises:	
Job Goal:	To assist the Director of Special Services in oversight of curriculum, instruction, and supervision of the district's special education program.

Performance Responsibilities:

1. Guides development, implementation and evaluation of curriculum and special education instructional services.
2. Assists in the development of the budget for the Special Services Department.
3. Keeps abreast of developments in all subject areas that impact special education, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
4. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
5. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
6. Works with building principals on the improvement of school based programs and personnel in special education.
7. Communicates the approved curriculum to the professional staff and parents where it involves special education.
8. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program for special education throughout the district in coordination with the district curriculum supervisors.

9. Assists in the creation of and edits for publication all curriculum guides and materials to include possible modifications for students with disabilities in coordination with the district curriculum supervisors.
10. Assists in the development of curriculum concerned with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated K-8.
11. Administers programs of in-service educational activities for special education or appropriate instructional personnel.
12. Observes teachers in their classrooms upon request of the Director of Special Services and offers insight for the enhancement of the teaching-learning situation.
13. Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
14. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
15. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
16. Participates in articulation with NVRHS and the sending districts at the Direction of the Director of Special Services.
17. Gather information, review student performance data, and as needed, recommend changes in programming/curriculum for special needs students.
18. Performing other duties as assigned by the Director of Special Services.

Terms of Employment:

Salary for a 12 month position. Terms and conditions of employment to be specified in the negotiated Agreement between the Board of Education and the C.T.A.A.

Annual Evaluation:

The performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Superintendent of Schools

Date:

Account Code(s):

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