

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **DIRECTOR OF SPECIAL EDUCATION**

QUALIFICATIONS:

1. New Jersey School Principal or Supervisor certification
2. New Jersey Teacher of the Handicapped or Teacher of Students with Disabilities certification
3. Minimum of 3 years teaching experience in Special Education
4. Ability to exercise independent judgment
5. Ability to maintain professional working relationships with parents, students, staff and sending districts.
6. Ability to complete tasks that require extraordinary attention to detail and follow through to meet deadlines and commitments
7. Exhibit flexibility and ability to adapt to change
8. Ability to remain confidential with student and staff matters
9. Ability to prioritize importance of district functions
10. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Directly responsible to the HS Principal and Superintendent of Schools

POSITION GOAL:
To oversee district special education services and ensure compliance.

ESSENTIAL JOB FUNCTIONS:

1. Direct and coordinate Special Education services in the high school grades 9-12.
2. Direct and coordinate out-of-district placements and programs for special needs students, including those who will be educated through age 21.
3. Supervise and evaluate Child Study Team personnel.
4. Supervise and evaluate Special Education teachers.
5. Supervise and evaluate Special Education Administrative Assistants.
6. Supervise and evaluate in-district special education aides.
7. Screen and recommend candidates for Special Education and Child Study Team positions.
8. Prepare relevant local, state and federally mandated reports/grants.

9. Advise business administrator of projected out-of-district student placements, programs and other related service needs for special education students.
10. Advise the principal on the in-district special education budget.
11. Advise the principal on the placement and scheduling of department teachers.
12. Coordinate and advise the principal of the needs of the special education curriculum.
13. Serve as member of Superintendent's Cabinet.
14. Participate in regional and county directors' meetings.
15. Attend relevant workshops and disseminate information.
16. Update staff on current state and federal regulations.
17. Coordinate parent meetings as liaison for the Special Education Parent Advisory Group.
18. Advocate for special education in Northern Highlands.
19. Work with parents and districts to coordinate incoming 8th grade/transfer students.
20. Prepare the district for state and federal monitoring.
21. Monitor district's compliance with all special education laws, procedures and regulations.
22. Mediate issues between the Child Study Team and parents.
23. Represent the district to all other districts in matters related to special education.
24. Represent the district as liaison to Special Education School Board Attorney for difficult, and potential or ongoing special education litigation/issues.
25. Represent the district as requested by Superintendent or School Board Attorney in issues related to special education due process.
26. Monitor IEPs.
27. Supports the I&RS and 504 process by working cooperatively with the chairperson of each team to ensure pre-referral interventions in the general education setting are appropriately provided to students prior to student referrals.
28. Perform other related duties as may be assigned by the Superintendent of Schools

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

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

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17