

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **DISTRICT DIRECTOR OF SPECIAL EDUCATION**

- QUALIFICATIONS:**
1. New Jersey School Principal 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 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 district.
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 district Child Study Team personnel.
4. Supervise and evaluate district Special Education teachers.
5. Supervise and evaluate district 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 the district's local, state and federally mandated reports/grants.

9. Advise business administrator of the district's projected out-of-district student placements, programs and other related service needs for special education students.
10. Determine the in-district special education budget.
11. Determine the placement and scheduling of district special education staff.
12. Advise the principal of the needs of the special education curriculum.
13. Serve as member of Superintendent's Cabinet.
14. Represent the district at regional, county and state directors' meetings.
15. Attend relevant workshops and disseminate information.
16. Update district administrative team and staff on current state and federal regulations.
17. Coordinate parent meetings as liaison for the Special Education Parent Advisory Group.
18. Contribute to the development of a total district philosophy and Board of Education policies concerning Special Education.
19. Advocate for special education in the District.
20. Work with parents and sending districts to coordinate incoming 8th grade/transfer students.
21. Prepare the District for state and federal monitoring.
22. Monitor District's compliance with all special education laws, procedures and regulations.
23. Monitor District programs and determine the need for program modifications and new programs.
24. Coordinate with members of the District staff, including the Superintendent, Director of Curriculum and Principal to develop a master schedule for all special education students which maximizes educational opportunities for students.
25. District representative to address concerns between the Child Study Team and parents.
26. Represent the District to all other districts in matters related to special education.
27. District representative to Special Education School Board Attorney for difficult, and potential or ongoing special education litigation/issues.
28. Represent the District as requested by Superintendent or School Board Attorney in issues related to special education due process.
29. Monitor IEPs for the District.
30. 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.
31. 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: 1/25/2021