MONMOUTH REGIONAL HIGH SCHOOL

TITLE **DIRECTOR OF CHILD STUDY TEAM AND SPECIAL SERVICES**

Reports to: Principal

Supervises: Designated Inclusion Personnel and Programs

Nature and Scope of the Job:

The Director of CST and Special Services supports the development, organization, implementation, and secondary special education programs designed to ensure that all inclusion students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Director work collaboratively to nurture members of the staff, and communicates effectively with parents, members of the community, as well as colleagues in other districts and schools.

Qualifications:

The Director of CST and Special Services shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C Title 6 Chapter 11.
2. Hold a Master's degree in Special Education from an accredited institution.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Have a minimum of five (5) years of teaching/administrative experience.
5. Demonstrate a thorough understanding of Special Education Instruction and Special Education Law.
6. Demonstrate knowledge and understanding of effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Have excellent administrative and/or teaching experience and work with students.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentation, and telecommunications.

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Employment Terms:

The Supervisor of Special Education Instruction shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Job Functions and Responsibilities:

The Supervisor of Special Education Instruction shall:

1. Assist in the supervision of and evaluation of special education staff by conducting site visits, walk-throughs, spot observations, feedback, modeling, and coaching to ensure high quality learning based on current research and child development.
2. Monitor teacher proficiency in planning and delivery of effective instruction for students with disabilities.
3. Work collaboratively with staff, students, and parents for achieving the outcomes identified in the student's IEPs. (eliminate inclusion).
4. Work collaboratively with Principal to evaluate the effectiveness of the special education program as designated in school improvement plans and develop student intervention programs to address specific content areas.
5. Provide leadership through the development of and participation in professional development activities. Subject matter would include Professional Learning Communities (PLC's) and grade level meetings for the special education staff as well as general education staff on effective instructional strategies, challenging behaviors, learning assessments and diagnosis and research related to different learning styles.
6. Coordinate curriculum planning and implementation of Common Core State Standards, NJDOE Model Curriculum for special education students.
7. Promote development of and implementation of developmentally appropriate materials with special education staff to ensure effective instruction.
8. Maintain and submit monthly activity logs to the Principal.
9. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
10. Complete in a timely fashion all records and reports as required by law and regulation.
11. Collect and analyze data to support and increase student achievement for students with disabilities.
12. Develop Professional Plans (PDP) in conjunction with department supervisors and special education teachers.

13. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with the law, Board policy, and contractual requirements.
14. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
15. Provide opportunities for effective staff development that address the needs of the staff, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
16. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines.
17. Keep informed of all legal requirements governing N.J.A.C. 6A:14.
18. Assume responsibility for own professional growth and development; for keeping current the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
19. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Observe strictly all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors in order to avoid the appearance of conflict. Submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
24. Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations and procedures, and contractual obligations.
25. Coordinate all special education programs in Secondary schools.
26. Provide suggestions in establishing their new programs and developing improved understanding of existing programs.
27. Participate in evaluating designated existing programs as an ongoing responsibility, and recommend changes and additions as needed.
28. Coordinate the provision of related services (speech, occupational therapy, physical therapy) to all students with disabilities per their IEP.
29. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful in all Secondary schools.
30. Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes in all Secondary schools.

31. Supervise preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters in designated school(s).
32. Develop budget recommendations and provides expenditure control on designated budgets for special education in designated school(s).
33. Interpret the objectives and programs of the special education services to the staff, as well as the public at large for designated school(s).
34. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent.
35. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Special Education Programs or Assistant Superintendent for Early Childhood/Special Programs and not otherwise prohibited by law or regulation.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Evaluation:

The Principal shall evaluate the Director of CST and Special Services in accordance with this Job Description and such other criteria as shall be established by the Board of Education. Upon attaining tenure, evaluations will be two (2) per year but in no case less than one (1) annually.

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Approved **Date**

First Reading Board of Education: November 3, 2015