

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

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| TITLE: | DIRECTOR OF STUDENT SERVICES |
| QUALIFICATIONS: | <ol style="list-style-type: none">1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies5. Strong leadership and communication skills6. Required criminal history check and proof of U.S. citizenship or resident alien status |
| REPORTS TO: | Superintendent |
| SUPERVISES: | Child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel |
| JOB GOAL: | To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. |
| PERFORMANCE RESPONSIBILITIES: | <ol style="list-style-type: none">1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.2. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.3. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, |

state/federal law and board policy are met.

4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
7. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
8. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
9. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
11. Interprets the objectives of the district's special education program to parents, students, staff and the community.
12. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
13. Participates in the development and implementation of inservice and training programs.
14. Prepares and administers the departmental budget.
15. Attends child study team meetings and assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process.
16. Performs other related duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education DATE: 2/23/12

Legal References:

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| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination |
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u> | Dismissal and reduction in compensation of persons under tenure in public school system |
| <u>N.J.S.A. 18A:16-2</u> | Physical examinations; requirement |
| <u>N.J.S.A. 18A:26-1</u> | Citizenship of teachers, etc. |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited |
| <u>N.J.S.A. 18A:26-2</u> | Certificates required; exception |
| <u>N.J.S.A. 18A:27</u> | Employment and contracts |
| <u>N.J.S.A. 18A:28-3</u> | No tenure for noncitizens |
| <u>N.J.S.A. 18A:28-5</u> | Tenure of teaching staff members |
| <u>N.J.S.A. 18A:28-8</u> | Notice of intention to resign required |
| <u>N.J.S.A. 18A:40</u> | Promotion of health and prevention of disease |
| <u>N.J.S.A. 18A:40A</u> | Substance abuse |
| <u>N.J.S.A. 18A:46</u> | Classes and facilities for handicapped children |
| <u>N.J.A.C. 6A:7</u> | Managing for equality and equity in education |
| <u>N.J.A.C. 6A:8</u> | Standards and assessment |
| <u>N.J.A.C. 6A:9</u> | Professional licensure and standards |

See particularly:

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| <u>N.J.A.C. 6A:9-3</u> | Professional standards for teachers and school leaders |
| <u>N.J.A.C. 6A:9-5</u> | General certification policies |
| <u>N.J.A.C. 6A:9-8</u> | Requirements for instructional certificate |
| <u>N.T.A.C. 6A:9-9</u> | Instructional certificates |
| <u>N.J.A.C. 6A:9-11.3</u> | Special education |
| <u>N.J.A.C. 6A:9-11.4</u> | Bilingual education |
| <u>N.J.A.C. 6A:9-11.5</u> | English as a second language |
| <u>N.J.A.C. 6A:9-13</u> | Requirements for educational services certification |
| <u>N.J.A.C. 6A:9-15</u> | Required professional development for teachers |
| <u>N.J.A.C. 6A:9-16</u> | Required professional development for school leaders |
| <u>N.J.A.C. 6A:14</u> | Special education |
| <u>N.J.A.C. 6A:16</u> | Programs to support student development |
| <u>N.J.A.C. 6A:17</u> | Students at risk of not receiving a public education |

N.J.A.C. 6A:24

Urban education reform in the Abbott districts

See particularly:

N.J.A.C. 6A:24-6.1

Implementation of required programs in secondary schools

N.J.A.C. 6A:30

Evaluation of the performance of school districts

N.J.A.C. 6A:32-4

Employment of teaching staff

N.J.A.C. 6A:32-4.4

Evaluation of tenured teaching staff members

N.J.A.C. 6A:32-4.5

Evaluation of non-tenured teaching staff members

N.J.A.C. 6A:32-6

School employee physical examinations

N.J.A.C. 6A:32-7

Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq. Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts, Revised September 2002

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

*Applies to Abbott districts only