

TITLE: DIRECTOR OF SPECIAL SERVICES AND COUNSELING

QUALIFICATIONS:

1. NJ Standard Certificate for Principal or School Administrator
2. Master's Degree in related area (e.g., Administration and Supervision, Special Education)
3. Minimum of three years successful teaching experience
4. Experience in the role of Director or Coordinator of Special Services
5. Extensive knowledge of federal and state law as well as judicial decisions relevant to the Special Services Department
6. Strong skill set in human relations, communications, problem solving and organization
7. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Child Study Teams, Special Services Staff, and School Counselors

JOB GOAL:

1. To coordinate the development, implementation and evaluation of instructional programs for students determined to be in need of special education or related services with the Child Study Teams.
2. To provide supervision to the faculty, through observation and evaluation including the arrangement of professional development.
3. To ensure that program delivery provides the required services and that all programs and faculty in the special services area are of the highest quality.
4. To support the District's instructional program by coordinating and supervising special services, school counseling and guidance activities, which are designed to assist students in their academic, social, and emotional development.

PERFORMANCE RESPONSIBILITIES:

- 1. Personnel Administration and Coordination**
 - a. Plan, coordinate, and participate in the recruitment, interviewing and hiring of certified personnel and staff for the Special Education and School Counseling Programs in cooperation with building principals as appropriate;
 - b. Anticipate and plan for personnel needs in the District's Special Education and School Counseling Programs;
 - c. Observe and evaluate special education and counseling personnel in cooperation with building principals and other district administrators;
 - d. Coordinate the development, implementation and evaluation of a School Counseling Program that is comprehensive in scope, preventive in design, and developmental in nature;
 - e. With the Technology Coordinator, oversee the identification and integration of all assistive technologies and plan for the effective integration of those technologies into the curriculum; and
 - f. With building principals and the Director of Curriculum and Instruction coordinate elementary and middle school programs of study.
- 2. Testing and Assessment**
 - a. Serve as District Test Coordinator while overseeing the District testing program, preparing information/data as requested, and with the Director of Curriculum and Instruction interpreting the results of tests for school

Board Approval

Agenda Date:	March 08, 2016	Resolution No.:	10065
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personnel, the Board of Education, parents and other related audiences;

- b. Collaborate with the Director of Curriculum and Instruction on the development and implementation of a comprehensive K-8 assessment program, the selection of testing instruments, the design of alternative assessments, and the use of testing data to drive instruction; and
- c. Work in cooperation with other administrators in the District to coordinate the District's testing/assessment program.

3. Administration of Federal and State Programs

- a. Contribute to the development of a total district philosophy and Board of Education policies concerning Special Education;
- b. Work cooperatively with building administrators in the development, staffing, implementation and evaluation of the Special Education programs as conducted in their schools;
- c. Administer and supervise the delivery of all special education programs in consultation with building principals;
- d. Determine the need for program modification and new programs and services in accordance with NJ State and Federal mandates as well as local policies and needs;
- e. Arrange for the provision of related services defined by statute when such services form a part of a student's Individualized Education Program;
- f. Determine student progress, measure program improvement annually, and compile efficacy data;
- g. Prepare and administer budgets in accordance with local, state and federal requirements for the Special Education programs;
- h. Study NJ State and Federal legislation, projects and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations available relevant to the needs of the District; and
- i. Coordinate the preparation for monitoring visits conducted by the New Jersey State Department of Education and Federal agencies for the Special Education program.

4. Staff Development

- a. Secure, evaluate and disseminate information about recent developments in the education of Special Education students;
- b. After appropriate consultation with the staff, determine the needs for staff development; and
- c. Plan, conduct and evaluate, with qualified district personnel and other resources, appropriate in-service training programs, workshops and meetings for faculty in the areas of special education and counseling and other areas under the jurisdiction of the Supervisor of Special Services and Counseling.

5. School and Community Relations

- a. Plan and implement, with appropriate district personnel, a multifaceted program to continually inform the Board of Education, district faculty and staff, students, parents and the community about the SE programs;
- b. Organize and conduct, with the Child Study Teams and other appropriate district personnel and resources, surveys and meetings to comply with NJ State and Federal regulations for staff, parent and community input for the Special Education programs;
- c. Develop and maintain a knowledge of and relationship with the various

agencies and institutions outside the District which offer services to the students in the Special Education program; and

- d. Compile and maintain a comprehensive database of community agencies relevant to the functioning of the Special Services Department.

6. Professional Development

- a. Keep informed about current research, trends, and development in the areas of Special Education and other areas within the Special Services Department;
- b. Participate in local, county, state, and national professional meetings associated with Special Education which are relevant to the needs of Franklin Lakes Public Schools and its special programs in accordance with Board policy, district procedures and budgetary allocations for professional development; and
- c. Represent the District at relevant local, Bergen County and NJ State Special Services meetings.

7. Other

- Perform other related duties as may be assigned by the Superintendent and Assistant Superintendent

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with statute and Board policy.