

SUPERVISOR OF SPECIAL SERVICES

1.0 FTE – DISTRICT

AVAILABLE IMMEDIATELY

THE POSITION

The primary responsibility of the Supervisor is to assist the Director of Special Services in the development, implementation, and assessment of instructional programs and related services. As a leader of teachers, the Supervisor will motivate, assist and evaluate staff in the continuing effort to improve instructional opportunities and outcomes for special education students, as well as to promote effective professional development of department staff members.

QUALIFICATIONS REQUIRED

1. New Jersey certification as a Supervisor required.
2. Building level administration experience preferred.
3. BCBA certification is highly preferred.
4. Extensive experience in supporting learners with autism and the principles of applied behavioral analysis.
5. Experience supervising child study teams and related service providers and self-contained classrooms preferred.
6. Experience with program assessment and development preferred.
7. Demonstrated ability to work effectively in the areas of program implementation.
8. Familiarity with federal regulations and state code requirements.
9. Strong leadership, interpersonal, communication and organizational skills.
10. Required criminal history background check.
11. Proof of U.S.citizenship or legal resident/immigrant status.

JOB DESCRIPTION

POSITION TITLE

SUPERVISOR OF SPECIAL SERVICES

MINIMUM QUALIFICATIONS

- New Jersey Certification as Supervisor
- Master's Degree preferred
- Strong leadership, communication and organization skills
- Competence in computer usage, word processing, data management and telecommunications
- Staff Development experience preferred
- Familiarity with federal regulations and state code requirements in the area of special education.

REPORTS TO

DIRECTOR OF SPECIAL SERVICES AND COUNSELING

JOB GOAL(S)

- Supervise special education programs and related services
- Promote effective professional development of instructional staff members
- Provide continual improvement and growth of instructional programs
- Assist in the management of departmental activities and ensure delivery of service to pupils identified with disabilities.

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the supervisor are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the supervisor will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

1. Establish and promote high standards and expectations for students and staff
2. Collect and analyze data regarding performance and experience of all students
3. Recommend new programs and modifications.
4. Assist in interviewing prospective instructional candidates and make recommendations to the Director of Special Services.
5. Assist in coordinating staff development activities for the Department of Special Services.
6. Supervise and evaluate special services instructional staff as assigned by the Director of Special Services.
7. Provide analysis of departmental offerings based on projected needs and make recommendations for class offerings and pupil services.
8. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis
9. Facilitate and encourage home-school connections, and parent involvement and engagement for families of special education students.
10. Responsible for integrating technology into teaching and learning in the content area;
11. Responsible for training and supervision of paraeducators and any data binders and behavior plans; and
12. Perform other tasks as assigned by the Director of Special Services.

TERMS OF EMPLOYMENT

10 Months

Salary as per the FLAA Agreement