

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Supervisor of Special Education

REPORTS TO: Executive Director of Pupil Personnel Services

QUALIFICATIONS: New Jersey Supervisor's Certificate or New Jersey Principal's Certificate

JOB GOAL: Assist in overseeing the delivery of special education programs, and to conduct teacher, Paraprofessional, Related Services, and Child Study Team evaluations.

PERFORMANCE RESPONSIBILITIES:

1. Observes and evaluates teachers, paraprofessionals, Related Services, and Child Study Teams in the performance of their duties.
2. Writes observation reports for teachers, paraprofessionals and Child Study Teams within the assigned supervisory area and confers with observed teachers following observations. Shares information with building principal and Executive Director of Pupil Personnel Services.
3. Develops and monitors in-service activities within the program area of responsibility.
4. Conducts and coordinates program evaluation on a regular basis.
5. Conducts building department meetings, and holds district-wide meetings as needed.
6. Certifies an annual inventory of instructional materials and equipment.
7. Participates actively in the interpretation, implementation and development of the policies and regulations of the State, the Board and the Superintendent.
8. Confers with individual teachers and Child Study Teams as needed to improve their instruction and to assure compliance with departmental guidelines.
9. Assists building principals and the Executive Director of Student Pupil Personnel Services in the employment, dismissal, scheduling, and assignment of teachers, paraprofessionals, related services, and Child Study Team members. Helps to determine staff needs and assists with other staffing decisions as needed.
10. Coordinates departmental programs and activities within the district under the direction of the Executive Director of Student Pupil Personnel Services and in consultation with building principals.

11. Contributes to the development of long-range facilities plans.
12. Supervises registration, recruitment and outreach efforts to include potential candidates in special education.
13. Represents the school district at professional conferences, meetings and workshops.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Executive Director of Student Pupil Personnel Services.
15. Assists in writing grants and state and federal reports under the supervision of the Executive Director of Student Pupil Personnel Services.
16. Coordinates articulation with the special education staff and counseling staff throughout the district.

Board Approved: 7/24/14

