

# PARSIPPANY-TROY HILLS SCHOOL DISTRICT

## JOB DESCRIPTION

- TITLE:** Executive Director of Pupil Personnel Services
- REPORTS TO:** Superintendent
- SUPERVISES:** Special Services, Personnel, Nurses, Guidance Counselors, Student Assistant Counselors, Supervisor of Special Education, Supervisor of Guidance, and Medical Services
- QUALIFICATIONS:** A valid New Jersey certificate as Principal or School Administrator, or a valid New Jersey certificate as Director of Pupil/Personnel Services
- JOB GOAL:** Manages and directs the activities of the pupil services department while implementing and delivering the following programs: special education, school nursing and health services, home instruction, guidance, extended school year and auxiliary programs. Ensures that all programs and related services are in compliance with NJ administrative code, state, and federal law and Board policy.

### PERFORMANCE RESPONSIBILITIES:

1. Provides vision and leadership in the development of the district's special education programs; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Develops program proposals, budgets, action plans, and evaluative reports as required; presents proposals and reports to the administration, school staff and community and Board of Education when requested by the Superintendent.
3. Collects and analyzes data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs.
4. Supervises school psychologists, learning consultants, social workers, behaviorists, occupational, physical and speech therapists.
5. Supervises, coordinates, assesses and implements the administration of all Guidance and Substance Abuse Counseling (SAC) programs for the District.
6. Coordinates and supervises the school nurses and the health services programs.
7. Keeps informed on all legal requirements governing special education and ensures that all requirements under NJ administrative code, state and federal law and Board policy are met.
8. Serves as the strategic planning leader for the creation and implementation of new school and instructional opportunities for students with special needs grades preschool through 12. Participates in the development and implementation of inservice programs.
9. Directs staff in the maintenance of student files to comply with state rules and regulations.
10. Coordinates non-public school services as required under Chapter 192-193 and IDEA.
11. Assumes responsibility for the recruitment, assignment, and supervision of all certified and non-certified pupil services and special education staff.
12. Establishes procedures for the evaluation, placement and reevaluation of students in need of special education services.
13. Supervises the coordination of transition activities between schools to ensure smooth transition for all students and parents between buildings.

14. Coordinates articulation meetings within and between schools.
15. Supervises the home instruction program.
16. Responsible for the timely submission of federal and state entitlement and grant applications, administers grant-funded special education programs and ensures district compliance with all related eligibility requirements.
17. Works in collaboration with other central office staff in analyzing and evaluating procedures within schools and central office and makes recommendations as required.
18. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, improved techniques, and for attending appropriate professional meetings and conventions.
19. Ensures the implementation of Individual Education Plans for the district's classified students.
20. Assumes responsibility for the preparation and timely submission of all required federal, state, NJDOE, county and internal reports.
21. Serves as the ADA and Section 504 Compliance Officer for the district.
22. Serves as the Harassment, Intimidating, and Bullying (HIB) Coordinator for the district and implements and coordinates all activities and requirements under New Jersey statutes and regulations.
23. Assists the Superintendent in development of school policy related to special education and pupil services.
24. Initiates, facilitates, and maintains liaison with community agencies and other resources to meet the special needs of students. Makes referral recommendations to agencies when appropriate.
25. Advises parents, students, staff, community members, and the Board of Education on special education, guidance and compensatory programs.
26. Cooperates with district administrators to plan, coordinate, and evaluate district special education programs and to evaluate the performance of pupil services staff assigned to each school.
27. Monitors the placement of students requiring out of district settings and the return of out of district students back to district.
28. Supervises and ensures verification and input of information throughout the school year for the Violence and Vandalism report and the state report electronically on the (EVVRS) DOE NET.
29. Other duties as assigned by the Superintendent.

Date Adopted: 5/12/09

Date Revised: 6/25/13

Date Revised: 7/24/14

JD/Central Office