

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Supervisor of Special Services
- REPORTS TO:** Director of Special Services
- SUPERVISES:** Extended School-Year Staff, Pre-School Staff, District CST Members, District Related Services Providers
- QUALIFICATIONS:** Preschool Experience; New Jersey Supervisor's Certificate or New Jersey Principal's Certificate  
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To administer the Extended-Year Program and all Pre-K programs in the district

### **PERFORMANCE RESPONSIBILITIES:**

1. Observes and evaluates teachers in the performance of their teaching duties.
2. Writes observation reports for teachers within the assigned supervisory area and confers with observed teachers following observations. Shares information with building principal and Director of Special Services as necessary.
3. Develops and monitors inservice activities within the program area of responsibility.
4. Conducts and coordinates program evaluation on a regular basis, including an annual Pre-School Program Evaluation.
5. Conducts regularly scheduled 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 as needed to improve their instruction and to assure compliance with departmental guidelines.
9. Assists building principals and the Director of Special Services in the employment, dismissal, scheduling, and assignment of teachers. 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 Director of Special 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 Pre-School candidates.
13. Oversees contractual compliance with private provider and local Head Start agencies.
14. Represents the school district at professional conferences, meetings and workshops.
15. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Services.

Approved: 5/12/09

Revised: 9/24/09

JD/Special Services