



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

### DIRECTOR OF SPECIAL SERVICES

#### **QUALIFICATIONS:**

1. Bachelor's Degree in Special Education, in Supervision, or Administration (required); advanced coursework/degree in area of job responsibility (preferred).
2. Valid teaching certificate and a minimum of three years' successful teaching experience.
3. Certification as Principal or School Administrator *and* a minimum of three years experience in the role of director or coordinator of special services.
4. Strong skills in communications, human relations and organization.
5. Extensive knowledge of federal and state law as well as judicial decisions relevant to special services department.
6. Successful completion of required criminal history background check, required drug/alcohol testing, and proof of US citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** Assistant to the Superintendent for Special Services

**JOB GOAL:** To coordinate the development, implementation and evaluation of instructional programs for students determined to be in need of Special Education, Basic Skills remediation and/or English As A Second Language services; to coordinate district preparation for state monitoring as related to Special Education, Basic Skills Improvement and English As A Second Language; and ensure the high quality of all programs within the special services department.

#### **A. MAJOR RESPONSIBILITIES:**

1. Personnel Administration
2. Administration of Federal and State Programs pertaining to S.E./BSIP/ESL and LEP
3. Identification of Educationally Handicapped, Basic Skills and Limited English Proficient Students
4. Staff Development
5. Coordination of Child Study Team Activities
6. School and Community Relations
7. Professional Development
8. Other assigned duties

**B. PERFORMANCE DUTIES:**

1. Personnel Administration
  - a. Plan, direct, coordinate and participate in the recruitment of certified personnel and staff for the Basic Skills Improvement Program (BSIP), English As A Second Language Program (ESL), and Special Education Program (SE).
  - b. Screen and process applications of candidates for employment in BSIP, ESL and SE Programs.
  - c. Interview and recommend to the Superintendent applicants for appointment to the staff of the district's special programs in cooperation with building principals as appropriate.
  - d. Anticipate and plan for personnel needs in the district's special programs.
  - e. Observe and evaluate special programs personnel in cooperation with building principals and other district administrators.
2. Administration of Federal and State Programs
  - a. Contribute to the development of a total school philosophy and Board of Education policies concerning Basic Skills remediation, education of limited English proficient, and Special Education.
  - b. Work cooperatively with building administrators in the development, staffing, implementation and evaluation of the BSIP, ESL, and SE programs as conducted in their school.
  - c. Coordinate the work of Child Study Team personnel, teachers of the disabled, resource center teachers, instructors serving BSIP, ESL, and SE students, supplementary instruction teachers, and speech correctionists.
  - d. Administer all special education programs.
  - e. Monitor the implementation of non-public school programs covered by P.L. 192 and 193 and I.D.E.A.
  - f. Determine the need for program modification and new programs and services in accordance with state and federal mandates as well as local policies and needs.
  - g. Arrange for the placement of handicapped students in out-of-district special education programs where appropriate and when so provided in the student's Individualized Education Program and continue to monitor this placement to ensure the appropriate implementation of the IEP.

- h. Arrange for the provision of related services defined by statute when such services form a part of a student's Individualized Education Program.
  - i. With other members of the administrative team, develop and administer a district-wide assessment program, contribute to a review and analysis of its results, and utilize the data for the needs associated with the BSIP, ESL, and SE programs including, but not limited to, the purposes of: identifying students for the program, determining student progress, measuring program improvement annually, and compiling sustained effects data.
  - j. Prepare and administer budgets in accordance with local, state and federal requirements for the BSIP, ESL, and SE programs.
  - k. Study 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.
  - l. Compile all applications and reports associated with the BSIP, ESL, and SE programs and submit these documents in accordance with timelines and requirements to the New Jersey State Department of Education.
  - m. Maintain all records for the BSIP, ESL and SE programs required by local, state, and federal policies and regulations and ensure the expeditious retrieval of data from these records utilizing current technology.
  - n. Coordinate the preparation for monitoring visits conducted by the New Jersey State Department of Education and federal agencies for the Basic Skills Improvement program, English As a Second language program, and special Education program.
3. Identification of Educationally Handicapped, Basic Skills, and Limited English Proficient Students (LEP)
- a. Work with the Superintendent of Schools and Board of Education in the development or revision of policies to ensure compliance with federal and state laws and regulations for the identification of BSIP, LEP, and SE students.
  - b. Coordinate the implementation of Board of Education policies and administrative procedures for the identification of students who are potential candidates for service in the district's BSIP, ESL, and SE programs.
  - c. Provide in-service training to familiarize personnel on techniques for identifying and referring potential participants in the BSIP, ESL, and SE programs of the district.

4. Staff Development

- a. Secure, evaluate and disseminate information about recent developments in the education of BSIP, LEP, and SE students.
- b. After appropriate consultation with the staff, determine the needs for staff development.
- 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 Basic Skills remediation, education of limited English proficient, and Special Education and other areas under the jurisdiction of the Director of special Services.

5. Coordination of Child Study Team Activities

- a. Develop procedures for the referral of potentially handicapped students to the Child Study Team for evaluation.
- b. Schedule evaluations of referred students by Child Study Team personnel and approved medical consultants.
- c. Supervise the scheduling of meetings of the Child Study Team(s) and arrange for the attendance of school personnel, parents and, where appropriate, students and representatives of community agencies for the purposes of classification and the construction of Individualized Education Program.
- d. Report Child Study Team recommendations to the Assistant Superintendent of Schools for discussion and follow-up activities.
- e. Provide for the maintenance and appropriate dissemination of minutes of all Child Study Team meetings.
- f. Ensure compliance with federal and state mandates as well as with local policy in: the maintenance of paper files and computerized Child Study Team records relating to individual handicapped students and the operation of the Child Study Team.
- g. Schedule members of the Child Study team to most effectively utilize their time and expertise in accomplishing their job responsibilities.

6. 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 BSIP, ESL, and SE programs which are coordinated by the Director of Special Services.
- b. Organize and conduct, with appropriate district personnel and other resources, surveys and meetings to comply with the state and federal regulations for staff, parent and community input for the BSIP, ESL, and SE programs.
- c. Establish and maintain contacts with appropriate non-public school administrators to comply with state and federal regulation of the BSIP, ESL, and SE programs and to ensure that non-public school students are receiving the services to which they are entitled.
- d. Develop and maintain a knowledge of and relationship with the various agencies and institutions outside the school district which offer services to the students in the BSIP, ESL, and Special Education programs.
- e. Compile and maintain a comprehensive database of community agencies relevant to the functioning of the Special Services Department.

7. Professional Development

- a. Keep informed about current research, trends, and development in the areas of Basic Skills remediation, education of the limited English proficient, and Special Education and other areas within the Special Services Department.
- b. Participate in local, county, state, and national professional meetings associated with BSIP, ESL, and SE which are relevant to the needs of the Holmdel Township Public Schools and its special programs in accordance with Board policy, district procedures and budgetary allocations for professional development.

8. Other assigned duties.

- a. Ensure district compliance with Section 504 of the rehabilitation Act of 1973 and regulations in cooperation with building administrators and other staff members as it pertains to students.
- b. Ensure appropriate transportation service for special education students in cooperation with the coordinator of Transportation.

- c. Assume a leadership role in the efforts of the district's and community's Crisis Intervention Team and implement the established Board policy and procedures as necessary.
- d. Oversee the implementation of state and federal laws and procedures dealing with homeless, migrant, truant and other students with special needs.
- e. Work with the Assistant Superintendent in the development or revision of policies to ensure compliance with federal and state laws and regulations applicable to the Special Services Department.
- f. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary established in the negotiated contract between the Board of Education and the Holmdel Township Administrators Association.

**EVALUATION:** Performance of the position will be evaluated annually in accordance with the provisions of the Board of Education policy on Evaluation of Administrative Personnel.

**SOURCE:** Regular Board Meeting  
**DATE:** July 27, 1987  
**REVISED:** July 20, 1994  
**REVISED:** AUGUST 20, 1997  
**REVISED:** June 27, 2001  
**REVISED:** August 17, 2005