



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Supervisor of Special Services
Department: Special Services
Reports To: Director of Special Services
Salary Guide: WWPAA; 12 Month Contract
Prepared Date: 24 May 2022

Position Summary: The Supervisor of Special Services either directly or through the proper delegation of authority, provides leadership in the planning, development, coordination, and evaluation of the special education curriculum/instructional programs and related district-wide professional development programs and services.

Qualifications: Valid New Jersey Supervisor endorsement and a New Jersey special education instructional or educational services endorsement. Master's degree or higher and 3 years' administrative experience preferred with extensive knowledge of instruction in special education, resources and state of the art practice. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

- The Supervisor of Special Education may be assigned to support either the Pre-K- 3, 4-8 or 6-12 grade level special education teachers and child study team members in the district.
- Supervise special services staff that include but are not limited to teachers, secretaries, instructional assistants.
- Process various forms, proposals, applications and reports necessary to complete various federal and state projects.
- Assigns and instructs employees in special services and supervises and evaluates the performance of their work.
- Attend meetings to maintain an awareness of those district obligations necessary to meet the mandates of state and federal projects.
- Collect and collate data necessary for the successful fulfillment of our objectives regarding these projects.
- Prepares correspondence relating to special services.
- Makes recommendations on the assignment of staff.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Assistant Superintendent of Pupil Services/Planning in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 5/24/2022

CERTIFIED BY: 
Director of Human Resources

