



## **West Windsor-Plainsboro Regional School District Job Description**

**Job Title:** Director of Special Services  
**Department:** Pupil Services  
**Reports To:** Assistant Superintendent of Pupil Services  
**Salary Guide:** WWPAA; 12 month contract  
**Prepared Date:** 24 May 2022

**Position Summary:** The Director of Special Services, either directly or through the proper delegation of authority, provides leadership in planning, and the development, coordination, and evaluation of the district's Special Services department.

**Qualifications:** Valid New Jersey School Administrator endorsement or certificate of eligibility required. Administrative experience with extensive knowledge of special education, resources and state of the art practice required. Demonstrated familiarity with special education law and regulations. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### **Essential Duties and Responsibilities**

- Implement and Maintain ages 3-21 Special Education programs and services in conformance to district, state, and federal objectives and laws.
- Plan, design, and implement all phases of service provided by the Special Education staff.
- Serve as a resource to students, parents, administration, school personnel and the Board.

### **Administration**

- Provide leadership in the planning, development, implementation, and evaluation of the district's comprehensive Special Services department; coordinates and supervises related activities.
- Develop short and long range plans for maintaining and improving special education programs; based on knowledge of research, current practice, national and state initiatives, student outcomes, and program evaluation.
- Assist in the determination of staffing needed by the schools through careful evaluation and research and make appropriate recommendations to the assistant superintendent for Pupil Services for changes.
- Define and implement best practices and continuous improvement strategies with high expectations for the department.
- Prepare and administer the department budget, and assist in the preparation of the district's annual budget.
- Review research, developments, and innovations in special education by reading current and cogent literature, attend professional and association workshops and conferences, and discuss developments of mutual interest with the administrative staff.

- Accept responsibility for assuring that State and Federal mandates and district policies regarding special education are carried out.
- Oversee the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
- Keep informed of all legal requirements governing special education under the Administrative Code, State/Federal law and board policy.
- Develop and maintain the department's database, records, inventories, and reports necessary for the efficient operation of the Special Services department.

### **Relationship to the Assistant Superintendent for Pupil Services**

- Assist and advise the assistant superintendent with the establishment of annual staffing goals, improvement objectives, and personnel and supervisory needs.
- Report regularly to the assistant superintendent on any developments or problems within the district coming to his/her attention and requiring the assistant superintendent's awareness or action.
- Accept from the assistant superintendent such responsibilities as the assistant superintendent chooses to delegate, and assumes full responsibility for discharging them.
- Attend Board meetings and prepare reports as requested by the assistant superintendent. Attend and preside over other meetings as the assistant superintendent designates.

### **Relationship to the Principals and Supervisors**

- Advise and confer with appropriate administrative staff on matters of program.
- Determine assignment and scheduling of department personnel in consultation with building principals.
- Serve as a special education resource person to principals, directors, and supervisors.
- Establish procedures for evaluation, placement and reappraisal of students in need of special education and /or related services.

### **Relationship to Special Education Staff**

- Organize and monitor the staff observations and evaluations of performance for special education staff (including professional and support staff).
- Conduct orientation and/or training workshops for Special Services' instructional and non-instructional staff.
- Oversee the "highly qualified status" for all Special Services' certificated staff.
- Supervise, coordinate and evaluate the activities of the child study team members and ensures placement of individual students with special needs in those educational situations best suited to their requirements.
- Attend child study team meetings and assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements.

### **Other Supervision**

- Supervise, direct, and evaluate the activities of the Supervisors of Special Services and Special Services clerical/administrative support staff.
- Supervise and coordinate home instruction for homebound or hospitalized pupils.

### **Additional Responsibilities:**

- Interpret the objective of the district's special education program and provide informative communications to parents, students, staff, and the community.
- Maintain professional competence and continuous improvement through continuing education and professional development activities.
- Initiate, facilitate and maintain liaison with community agencies and other resources to meet pupils' special needs.

### **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 in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

### **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: CJ Cornella  
Director of Human Resources