

**Metuchen Public Schools**  
**JOB DESCRIPTION**

11/14/2023

**TITLE: DIRECTOR OF SPECIAL SERVICES**

**QUALIFICATIONS:**

1. Master's Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) or Standard Certificate for Principal. or School Administrator
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Assistant Superintendent

**SUPERVISES:** Child study team members, certified and noncertified special education and health services personnel

**JOB GOAL:**

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

**PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Functions as liaison and district representative for litigation and legal appeals
4. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.
5. Recommends policies and programs essential to the needs of special education children.

## DIRECTOR OF SPECIAL SERVICES (continued)

6. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
7. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
8. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
9. Oversees 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.
10. Maintains compliance with Special Education Medicaid Initiative (SEMI)
11. Completes IDEA Grant Application and Final Report
12. Plans for and coordinates in-district and out of district Extended School Year programs.

### Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

### Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.
4. Supports Special Education Parent Advisory Council (SEPAC). Assists in development of workshops.

### Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of in-service and training programs.
3. Prepares and administers the departmental budget.

### Other

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Performs other related duties as may be assigned by the Assistant Superintendent.

## DIRECTOR OF SPECIAL SERVICES (continued)

**TERMS OF  
EMPLOYMENT:**

12 month position. Salary to be determined by the board.

**ANNUAL  
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved By

Date

Revised: November 14, 2023

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