

POLICY

BOARD OF EDUCATION ROSELAND

ADMINISTRATION
1410/Page 1 of 2
Supervisor of Special Programs

1410 SUPERVISOR OF SPECIAL PROGRAMS

- QUALIFICATIONS:**
1. New Jersey Certification as Supervisor, Principal, or School Administrator
 2. Experience as School Psychologist, or Social Worker, or Learning Disabilities Teacher, or related experience in student personnel services
 3. Minimum of 3 years in a special education teaching position
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools/Principal/Director of Special Services

SUPERVISES: All special services personnel and all special services child study team, and cooperates with the building principal in the supervision of students in special education classes or who are assigned supplementary services or other such services by the Child Study Team.

JOB GOAL: Works with Administration, Child Study Team, and Special Needs Teachers to develop and oversee sound educational programs for children who cannot sufficiently benefit from regular classroom programs and help enable these students to utilize their educational opportunities to the fullest.

Performance Responsibilities:

Responsible for, as well as supervises, all personnel assigned to the department (psychologist, social worker, learning disability specialist, speech therapist, basic skills, supplemental, home instructors for Special Education, and Special Education aides.)

Responsible for and has authority to recommend employment of professional personnel as well as to recommend disciplinary measures and discharge of such personnel under his supervision.



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1410/Page 2 of 2

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Responsible for knowing and supervising the educational programs and services of the department, and for the coordination of effective implementation of these programs and services.

Work with Building Principal/Vice Principal in the implementation of programs with the understanding that the Superintendent/Principal/Director of Special Services is the Chief Administrative Officer in the school.

Share the responsibility for the recruitment and training of special services personnel including in-service programs for the district's special programs educational personnel.

Share the responsibility for the analysis and submission of the department's needs in order to prepare the budget and communicating such with the Superintendent of Schools.

Responsible for maintaining accurate information and contact with-outside related agencies (e.g. special education cooperative, county superintendents' special education roundtable).

Plan and supervise with the Basic Skills Instructors all activities of related State and Federal programs.

Responsible for making a written evaluation of each member of his department each year, and for making these evaluations available to the Superintendent/Principal/Director of Special Services.

Responsible for keeping records for the department personnel and all pertinent pupils as prescribed by the Superintendent, Board of Education, and required by law.

Maintain a yearly calendar and timeline for State and Federal reports and applications in regard to Special Education.

Other duties as assigned by the Superintendent/Principal/Director of Special Services.


