

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** Supervisor of Special Education (PK-12)
- Qualifications:** New Jersey School Principal Certificate required
- Students with Disabilities, Teacher of the Handicapped or LDTC certification preferred
- Minimum of 5 years in Special Education
- Previous administrative experience preferred
- Demonstrated leadership in school improvement, program development, and curriculum integration and application of technology across curriculum
- Ability to support the planning and organization of a district-level professional development program
- Knowledge of best practices in inclusive education and co-teaching
- Other qualifications as determined by the Superintendent of Schools
- Reports To:** District Director of Special Education
- Job Goals:** To provide instructional leadership in the development, implementation, and coordination of the district's curriculum with a particular focus on students with disabilities.
- Performance Responsibilities:**
1. Supervises special education programs and certificated/non-certificated staff, including ICR, RR, Special Classes, CST, paraprofessionals and other special education staff and certificated/non-certificated staff--ICR, RR, Special Classes and paraprofessionals. Supervises other staff as requested by central office administration.
 2. Monitors implementation and effectiveness of inclusion models, resource replacement, and special class programs at the level and reports results to administration on a regular basis. Conducts professional development for co-teaching partnerships.
 3. Provides instructional guidance and support to special education instructional staff regarding curriculum, accommodations/modifications, and best practices in the continuum of special education settings. Models strategies and activities for teachers in classrooms.

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4. Assists in the implementation of the district's in-service education program for the instructional staff and support staff. Recommends teacher and support staff attendance at conferences and participation in other professional growth activities.
5. Serves as a liaison to the Curriculum Department and works collaboratively with Supervisors of Curriculum and Instruction.
6. Participates/assists in CST meetings when needed. Supports Child Study Team members in the development of Individualized Education Plans.
7. Makes recommendations to the District Director of Special Education to improve the instructional program for special class programs in the district.
8. Collaborates with principals, supervisors/directors, subject matter specialists, Child Study Team, related services personnel, SBSSs and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan district-wide.
9. Collaborates with administration and staff to review and evaluate results of district-wide testing programs and other evaluative measures used by the schools. This includes planning for the state Dynamic Learning Maps and the Alternative ACCESS assessment.
10. Collaborates with district directors, supervisors, directors, assistant principals and principals to offer PD and conduct joint observations.
11. Provides articulation concerning the transition of special education students from 8th grade to 9th grade and from high school. Assists with the transition of special education students from 5th grade to middle school.
12. Works with CST members on placement projections based on IEP-driven needs. Communicates projections and needs to building administrators and Central Office Staff.
13. Organizes grade level and departmental meetings in order to ensure horizontal and vertical continuity and articulation of the instructional programs supervised.
14. Meets on a regular basis with district administrators, instructional staff, and related services staff for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
15. Coordinates related services as outlined in students' IEPs.
16. Coordinates and serves as site administrator for the Extended School Year Program.
17. Participates in Retention Committee.
18. Plans and presents a series of meetings each year for the purpose of interpreting to the Board of Education and to the parents and public at large the educational program of the schools.
19. Assists in the development and coordination of the sections of the budget that pertain to Curriculum and Instruction as well as Special Services.

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20. Accepts responsibility for SEMI reimbursement as directed by the District Director of Special Services.
21. Supervises Child Study Team members and ensures compliance related to Special Education law and administrative code.
22. Assists in the recruitment, screening, hiring, training, assigning and removal of instructional personnel, related services personnel, and non-certified staff.
23. Supports the supervision of paraprofessional staff members.
24. Evaluates the performance of teachers in cooperation with building administrators and provides support for the development of PDP/SGOs for staff members.
25. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
26. Such other duties as assigned by the Superintendent of Schools or designee.

Terms of Employment:

Twelve-month year

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Approved By:

Board of Education

Date: