

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

ASSISTANT SUPERINTENDENTS

Assistant Superintendent of Teaching and Learning

JOB TITLE:	DIRECTOR OF SPECIALIZED SERVICES
REPORTS TO:	Chief Academic Officer
SUPERVISES:	Special Education Supervisors, Nursing Supervisor, Child Study Team Members and other staff as assigned

NATURE AND SCOPE OF JOB:

Leads and assumes responsibility for the organization implementation ...

QUALIFICATIONS:

The Director of Specialized Services shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey certificate for School Counselor or Student Personnel (preferred).
3. Hold a Master's Degree from an accredited college or university.
4. Have a minimum of five years administrative or teaching experience and work with students with special needs, demonstrating an understanding of the needs of these students and their families in a school district.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Specialized Services shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Coordinate, administer and schedule services and procedures for referrals for the evaluation, classification and placement in the least restrictive individualized educational program by the Child Study Team for students who are educationally handicapped as required by N.J.A.C. Title 6 Chapters 26 and 28 and other State mandates and guidelines.
3. Administer, schedule and evaluate the Child Study Team process for the development, annual review and third year re-evaluation of Individual Education Plans (IEPs) as required by State and Federal mandates and guidelines. Ensure teacher and parent participation in the process and access to records, following notification and due process requirements when necessary.

EMPLOYMENT TERMS:
The Director of Specialized Services shall be employed under the following terms:
<ol style="list-style-type: none">1. Work year of twelve months.2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:
The Director of Specialized Services shall be evaluated in accordance with Board of Education Policy.