

Flemington-Raritan School District

**Job Description**

**Job Title:** Supervisor of Special Education

**Qualifications:**

1. Must hold a valid New Jersey Supervisor certificate.
2. Experience as a special education teacher or holder of an educational services certificate preferred.
3. Supervisory experience is highly desirable.
4. Experience in Special Services administration preferred.

**Reports to:** Assistant Director of Student Personnel Services/Special Projects

**Job Goal:** To assist the Assistant Director of Student Personnel Services in oversight of curriculum, instruction, and supervision of the district's special education program.

**Performance Responsibilities:**

1. Guides development, implementation and evaluation of curriculum and special education instructional services.
2. Assists in the development of the budget for the Special Services Department.
3. Keeps abreast of developments in all subject areas that impact special education, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
4. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
5. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
6. Works with building principals on the improvement of school based programs and personnel in special education.
7. Communicates the approved curriculum to the professional staff and parents where it involves special education.
8. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program for special education throughout the district in coordination with the district curriculum supervisors.
9. Assists in the creation of and edits for publication all curriculum guides and materials to include possible modifications for students with disabilities in coordination with the district curriculum supervisors.
10. Assists in the development of curriculum concerned with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated K-8.
11. Administers programs of in-service educational activities for special education or appropriate instructional personnel.
12. Observes teachers in their classrooms upon request of the Assistant Director of Student Personnel Services and offers insight for the enhancement of the teaching-learning situation.
13. Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measure used by the schools.
14. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
15. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.

- 16. Participates in articulation with HCRHS and sending districts.
- 17. Gather information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students.

Performing other duties as assigned by the Assistant Director of Student Personnel Services/Special Projects

**Terms of Employment:** Salary for a twelve-month work year as per FRAA contract.

**APPROVED BY:** Flemington-Raritan Board of Education

**APPROVED:** August 22, 2016      **REVISED:** \_\_\_\_\_