



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

**JOB DESCRIPTION**

<b>TITLE:</b>	Director of Special Services	
<b>REPORTS TO:</b>	Superintendent or Designee	
<b>DATE APPROVED:</b>	Readopted – August, 2019	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Serves as the educational leader of the Special Services Department, responsible for articulating the department's district-wide mission, vision, and educational goals to faculty, staff, families, students and the public; as the educational leader of the Department of Special Services, the Director of Special Services, promotes the Department's initiatives and the development and sustainability of best practices as related to the effective implementation of Individual Education Plans (IEPs), within the framework of Board Policy and all legal guidelines. The Director of Special Services is responsible for coordinating, planning, alignment of materials and resources, instructional program evaluation, personnel management, department professional development, curricular modifications, staff and student scheduling, and effective fiscal management of the Department of Special Services.

**QUALIFICATIONS:**

1. Hold or be eligible for a New Jersey School Administrator or Principal Certificate.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (5) years of successful teaching/administrative experience and two (2) years of administrative experience as a Supervisor, Director or Vice Principal.
4. Comprehensive knowledge of Special Education programs and NJ Administrative Code.
5. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
6. Demonstrate knowledge of current trends and research-proven strategies in reading, language arts, mathematics, science, social studies, technology, assessments.
7. Experience in collaborating with staff to plan, organize, and implement professional development.
8. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
9. Coordinate grant processes (evaluations, budget, reports, applications) for purposes of ensuring compliance with all grant requirements.
10. Demonstrate aptitude and competence for assigned responsibilities.
11. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees the design, development and implementation of a comprehensive special education program for students with special needs, which assures an appropriate and equitable education for

all identified students, reflects current best practices and promotes excellence.

2. Supervises all assigned personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education instruction.
3. Ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
4. Represents the Board, when requested, in mediation, administrative hearings and court proceedings relating to students in need of or receiving special services.
5. Develops and facilitates implementation of comprehensive professional development plan for Teachers, related service providers and para-educators.
6. Provides opportunities for effective staff development that address the needs of the staff, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
7. Collects and analyzes data, particularly State Assessments, regarding the achievement of classified students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
8. Supervises staffing needs, including recruitment, hiring, retention and scheduling of personnel.
9. Coordinates Intervention and Referral Services (I&RS ) and acts as District liaison regarding American Disabilities Act Compliance Officer (ADA) and Section 504 Compliance Officer performing all duties the position requires as directed by the Superintendent.
10. Responsible for oversight and monitoring of Medicaid (SEMI) program as it pertains to the special education department.
11. Prepares the IDEA Extraordinary Aid and Impact Aide for Students with Significant Disabilities Applications.
12. Responsible for oversight of the Extended School Year Program for students with disabilities and related budgetary needs.
13. Coordinates and evaluates a comprehensive program for Home Bound Instruction when required (N.J.A.C. 6A:14-4.8 and 4.9).
14. Coordinates with outside services/agencies, programs, and committees to provide services to students to promote a least restrictive environment and appropriate services as required.
15. Completes Child Find requirements.
16. Surveys programs for continuous oversight of Special Education Programs in all secondary schools.
17. Participates in evaluating designated existing programs as an ongoing responsibility, and recommend changes and additions as needed.
18. Coordinates the provision of related services (speech, occupational therapy, physical therapy) to all students with disabilities per their IEP.
19. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful in all schools and programs.
20. Develops and maintain complete and cumulative individual records of all children receiving special service or enrolled in special classes in all schools and programs.
21. Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters in designated school(s).
22. Develops budget recommendations and provides expenditure control on designated budgets for special education in schools and programs.
23. Coordinates the purchasing of instructional materials and equipment following district procedures and

guidelines.

24. Assumes responsibility for own professional growth and development; for keeping current the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
25. Completes in a timely fashion all records and reports as required by law and regulations.
26. Maintains a collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision making process.
27. Assists in arranging and monitoring transportation of all eligible handicapped students.
28. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
29. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
30. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
31. Monitors and ensures that all staff indicated his/her presence for duty by swiping in and out, according to District Policy and Procedures.
32. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
33. Observes strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
34. Performs any duties that are with the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulations.
35. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee

to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.