

**SAYREVILLE PUBLIC SCHOOLS**  
**JOB DESCRIPTION – DIRECTOR OF PUPIL-SPECIAL SERVICES**

I. Qualifications:

Holds or is eligible for a New Jersey School District Administrator of Principal Certificate.

II. Primary Function:

Assumes responsibility for the thorough and efficient operation of the district's Special Services and Student Registration and Enrollment programs, and any other functions as directed by the Superintendent of Schools, and in accordance with State Law and established Board of Education policies.

III. Reports to:

Superintendent of Schools as directed in accordance with established Board of Education policies.

IV. Supervises:

Special Education Teachers, Paraprofessionals, Speech and Language Therapists, Child Study Teams, Physical/Occupational Therapists, Special Education/Registration Secretaries and other personnel as designated by the Superintendent of Schools in accordance with established Board of Education policies.

V. Major Duties and Responsibilities:

1. Remain abreast of current developments, trends, and modifications related to the law in Special Education and related services.
2. Lead and coordinate all activities pertinent to compliance with the Individuals with Disabilities Act, and New Jersey statutes and regulations governing Special Education, specifically Title 6A, Chapter 14.
3. Plan and administer a program, which provides a free and appropriate public education (FAPE) for all classified students consistent with the requirements of state and federal law.
4. Serve as a consultant to administrators and the Board of Education.
5. Serve as a liaison to agencies that provide diagnostic and/or treatment services to children and parents.
6. Supervise and evaluate Special Education Teachers, Speech and Language Therapists, Psychologists, Social Workers, Learning Disability Teacher-Consultants, Physical/Occupational Therapists, paraprofessionals, and special education and student registration/enrollment secretaries.
7. Coordinate the district-wide testing alternate proficiency assessment (APA) or Dynamic Learning Maps testing program, including the preparation of procedures for selection,

ordering, distribution, administration and scoring of tests, and reporting and interpreting test results.

8. Lead and coordinate the district's special education and related services program, including academic, social and emotional counseling, and transition planning.
9. Serve as the Superintendent of School's representative at all county and state meetings relating to special education and students registration and enrollment.
10. Assist in the development of the district's annual budget for special services as directed by the Superintendent of Schools in accordance with existing Board of Education policies.
11. Prepare the required IDEA grant application, administer funded programs, and complete all required reports.
12. Prepare required Extraordinary Aide applications and submits them to the NJDOE.
13. Oversee the district Special Education Medicaid Initiative, ensure parental consent for eligible students, and the budgeted reimbursement of eligible services for them annually.
14. Supervise the enrollment and attendance of all pupils in preschool through 12<sup>th</sup> grade as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
15. Coordinate and direct the district's SRO and attendance officer to investigate student residency and truancy matters as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
16. Remain abreast of and continue to develop a knowledge of current developments and new trends in student enrollment, registration, and attendance.
17. Prepare and maintain student enrollment, registration, and attendance records and reports as required by law, state directives, and district policy and administrative regulation.
18. Coordinate the placement and transportation for all DCF and OCF placements in and out of the district. Prepare all letters for the payment of tuitions in and tuitions out of district. Provide the BA with all documentation for tuition contracts. Make all arrangements for placement and transportation within 5 days per code.
19. Collect all information and approve the homeless status of students in and out of district. Prepare all letters for payment of tuition in and tuition out. Provide the BA with all documentation for tuition contracts. Complete annual Homeless Reimbursement documents for NJDOE funding for out-of-state homeless students attending Sayreville schools.
20. Assist in upholding and enforcing school rules, administrative regulations and Board of Education policy.
21. Assist in the development of reasonable school rules/procedures and maintains order in a fair and just manner.
22. Performs other duties, which may be in the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under the authority of the Board of Education.

VI. Evaluated by:

Superintendent of Schools according to Board of Education policy.

VII. Terms of Employment

- 12 Month Position

VIII. Date of Approval/Adoption by Sayreville Board of Education: May 16, 2017