

**EAST ORANGE SCHOOL DISTRICT**  
East Orange, New Jersey



**Supervisor of Special Education Compliance**  
Position

**REPORTS TO: Director of Special Services**

**RESPONSIBILITIES:**

**Special Education Compliance and Reporting**

- 1) Oversee all aspects of IEP compliance for in-district and out-of-district students, ensuring adherence to federal, state, and district guidelines.
- 2) Monitor and ensure timely and accurate submission of required special education reports, including SEMI, Extraordinary Aid, and NJ Smart.
- 3) Serve as the primary contact for state and federal reporting on special education, ensuring compliance with all applicable laws and regulations.
- 4) Develop, implement, and oversee corrective action plans for Child Study Team members, providing coaching and support to ensure compliance and improvement.
- 5) Act as the chief technology and data administrator for the Special Services Department, overseeing systems such as Frontline, FOCUS, and NJ Smart.
- 6) Review and analyze special education data to inform departmental decisions and improve compliance and student outcomes.

**Financial Oversight**

- 1) Oversee the financial operations of the Special Services Department, including purchasing, contracting, and budget management.
- 2) Monitor and manage the department's budget, ensuring efficient allocation of resources in accordance with district priorities and regulations.
- 3) Provide financial oversight for services related to both in-district and out-of-district special education placements, ensuring compliance with funding and reporting requirements.

**Professional Development and Staff Support**

- 1) Provide coaching and professional development to Child Study Team members, teachers, related service providers, and other special education staff, fostering an environment of continuous improvement and compliance.
- 2) Work with department staff to identify areas for improvement in the special education process, and provide necessary training and support.
- 3) Assist in the recruitment, hiring, and professional development of special education staff, ensuring they meet the district's high standards for service delivery.

### **Staff Evaluation**

- 1) Evaluate teachers, Child Study Team members, related service providers, and administrative assistants to ensure performance aligns with district goals and high standards for special education services.
- 2) Conduct regular observations and provide constructive feedback to staff, ensuring continuous professional growth and adherence to best practices in special education service delivery.
- 3) Provide ongoing support and guidance to staff members based on evaluation results, and collaborate on developing action plans for performance improvement.

### **Technology and Data Management**

- 1) Oversee the implementation and maintenance of special education software and databases, ensuring accurate record-keeping and compliance with reporting requirements.
- 2) Ensure staff are trained on the use of data systems and that they understand their responsibilities in maintaining compliance through accurate data entry.
- 3) Analyze and report on special education data to senior leadership, ensuring effective monitoring and decision-making for program improvements.

### **Other**

- 1) Collaborate with central office administration, school counselors, and building administrators to develop and refine systems for special education service delivery.
- 2) Participate in district meetings, providing updates and insights on special education compliance and performance.
- 3) Perform other duties as assigned by the Assistant Superintendent or designee.

### **QUALIFICATIONS:**

- 1) Valid New Jersey Supervisor Certificate.
- 2) Valid New Jersey Certification in Special Education or related field.
- 3) Minimum experience as determined by the Board.
- 4) Proven experience in special education compliance, reporting, and financial oversight.
- 5) Strong knowledge of special education law, regulations, and best practices.
- 6) Experience with special education software systems (e.g., Frontline, FOCUS, NJ Smart).
- 7) Strong interpersonal and communication skills.
- 8) Required criminal history background check and eligibility to work in the United States.
- 9) All applicants must meet NJ Residency requirements as per the "New Jersey First Act," N.J.S.A. 52:14d-7 (L. 2011, Chapter 70).
- 10) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **QUALIFICATIONS:**

- 1) Valid New Jersey Supervisor certificate
- 2) Valid New Jersey Instructional Certificate with Subject Area Endorsement
- 3) Minimum experience as determined by the Board
- 4) Demonstrated leadership in school improvement, program development and

curriculum

integration and application of technology across the curriculum

- 5) Ability to plan, organize and administer a district-level professional development program
- 6) Strong interpersonal and communication skills
- 7) Required criminal history background check and eligibility to work in the United States.
- 8) All applicants must meet NJ Residency requirements as per “New Jersey First Act”,  
N.J.S.A. 52:14d 7 (L. 2011, Chapter 70).
- 9) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

### **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

**SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:**

Twelve-month work year

**SALARY RANGE:**

As per negotiated agreement between the EOBOE and the East Orange Administrators Association (EOAA)

***Approved by the East Orange Board of Education: February 24, 2025***

*Created 2/24/2025*