

ANTICIPATED VACANCY NOTICE

DATE: September 16, 2026

POSITION: Child Study Team Secretary
(Temporary)

ASSIGNMENT: Arthur Rann

WORK YEAR: 2026 - 2027 SY

EFFECTIVE DATE: October 2026 - December 2026

SALARY: \$57,571.00 prorated

BENEFITS: Paid Time Off

QUALIFICATIONS:

- Experience in a New Jersey Child Study Team or Special Services office required.
- Demonstrated knowledge of New Jersey special education regulations, including N.J.A.C. 6A:14, IDEA, and FERPA.
- Experience coordinating the Child Study Team evaluation and IEP process, including scheduling identification meetings, eligibility meetings, annual reviews, reevaluations, manifestation determination meetings, and other required meetings.
- Experience preparing and tracking legally required notices, consent forms, meeting invitations, procedural safeguards, and other special education compliance documents.
- Demonstrated ability to monitor state-mandated special education timelines and ensure compliance with federal and New Jersey regulations.
- Proficiency using Frontline IEP (formerly IEP Direct), OnCourse, or similar special education/student information systems.
- Experience maintaining accurate special education records and electronic student data.
- Experience coordinating and maintaining state assessment accommodations, including verifying IEP testing accommodations and collaborating with district testing coordinators.
- Experience coordinating and maintaining records for alternate state assessments (DLM), including eligibility documentation and required state reporting.
- Experience coordinating Extended School Year (ESY) enrollment, transportation requests, and related service schedules.
- Experience preparing records and documentation for due process hearings, mediation, residency matters, and other legal proceedings.
- Ability to manage multiple legal timelines and compliance requirements while supporting the daily operations of a Child Study Team office.

To apply, please visit our District website and submit your application by September 23, 2026: www.applitrack.com/galloway/onlineapp/

Elen Manalang
Human Resource Manager
District Office

Any applicant conditionally offered employment will be required to submit to testing for illegal drug use before appointment by the Board of Education.

Equal Opportunity/Affirmative Action Employer/P.L. 94-142 and Section 504 of the Rehabilitation.

Galloway Township Public Schools, a PreK-8 district proudly serving a diverse student population and community, seeks dynamic candidates for the following positions. The district is committed to building a culturally diverse and pluralistic staff dedicated to teaching and working in a multicultural environment