



## **ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION**

**JOB TITLE: Assistant Director of Student Services**

**CLASSIFICATION: Administrative**

**REPORTS TO: Director of Student Services**

### **SUMMARY**

The job of Assistant Director of Student Services is to assist the Director of Student Services in oversight of curriculum, instruction, and supervision of the District's Student Services in accordance with New Jersey Administrative Code and District Policy and Regulation. These operations shall include, but are not limited to:

- Research and implementation of best-practice instruction in special education, curriculum development for special education,
- Program implementation,
- Staff supervision and child study support.
- The Assistant Director will also assist the Director of Student Services in the overall operations of the department in accordance with New Jersey Administrative Code and District Policy and Regulation.
- These operations include, but are not limited to:
  - oversight and coordination of child study team services,
  - school health services, speech and hearing services, special education, home instruction, homeless services, preschool, and non-public school services.

### **QUALIFICATIONS**

- Valid teaching certificate, valid principal's certificate, and/or valid school administrator certificate;
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations;
- Ability to calculate figures and amounts;
- Ability to design and implement research projects;
- Ability to define problems, collect and organize data, establish facts, and draw valid conclusions;
- Ability to work well with other people;
- Good verbal and written communication skills; and
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### **ESSENTIAL FUNCTIONS**

- Guides development, implementation, and evaluation of curriculum and Special Education instructional services.
- Assists in the development of the budget for the Student Services Department.
- 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.
- Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
- Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
- Works with building principals on the improvement of individual staff competencies in special education.
- Communicates the approved curriculum to the professional staff and parents where it involves special services.

- 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. 9. Assists in the creation of and edits for publication of all curriculum guides and materials to include possible modifications for students with disabilities.
- Oversees 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 pK-12.
- Administers programs of in-service educational activities for special education or appropriate instructional personnel.
- Observes and evaluates teachers in their classrooms upon request of the Director of Special Student and offers insight for the enhancement of the teaching-learning situation.
- Assists in the review and implementation of the District's Strategic Plan goals as they pertain to the Special Student Department.
- Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
- Studies and evaluates, and, as appropriate, recommends the adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
- Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
- Gather information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students. Be responsible for coordinating the activities of the Child Study Team.
- Coordinating monthly report materials for all Child Study Team members in a timely fashion.
- Coordinating staffing of all students evaluated by the Child Study Team with teachers and parents.
- Attending County Child Study Team meetings as requested or in conjunction with the Director of Student Services.
- Assisting the Director in the maintenance and completion of mandated reports, and records, including State reports and compliance indicators. Performing other duties as assigned by the Director of Special Services.

#### **CERTIFICATION**

Certification as an NJ School Administrator or NJ Principal is required.

#### **EVALUATION**

The performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on the evaluation of certificated personnel.

**TERM OF EMPLOYMENT:** 12-Month, full-time position

**BOARD APPROVAL DATE:** 04/25/2023