

SPRINGFIELD BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Director of Student Services

QUALIFICATIONS:

1. A valid New Jersey principal certificate or certificate of eligibility.
2. A master's degree or higher.
3. At least seven (7) years working in public education in the areas of teaching or educational support services; and school administration or supervision of educational programs.
4. A valid New Jersey teaching certificate or educational support services certificate in special education, such as: Teacher of Students with Disabilities, Teacher of the Handicapped, Teacher of the Blind or Visually Impaired, Teacher of the Deaf or Hard of Hearing, Learning Disabilities Teacher Consultant (LDTC), School Occupational Therapist, School Orientation and Mobility Specialist, School Physical Therapist, School Psychologist, School Social Worker, Speech Correctionist, or Speech-Language Specialist; or equivalent.
5. Demonstrated management, communication, and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent
Assistant Superintendent of Curriculum and Instruction

SUPERVISES: Board Certified Behavior Analysts (BCBA)
Behavior Technicians
Child Study Teams (CST)
Learning Disabilities Teacher-Consultants (LDTC)
Occupational Therapists
Physical Therapists
School Guidance Counselors
School Orientation and Mobility Specialists
School Psychologist
School Nurses and Nursing Services
School Social Workers
Speech Correction/Language Specialists

Teachers

Other staff members as the Superintendent may designate

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for excellent academic performance.
2. Lead, manage, supervise, develop, and evaluate all personnel supervised and other staff members as the Superintendent or his designee may designate in accordance with law, code, and Board policy.
3. Collaborate with the Assistant Superintendent on the selection, development, coordination, and implementation of the district's special education curriculum as well as interventions services.
4. Develop, monitor, and approve the budget related to special education services including federal and state grants related to special education services.
5. Ensure all curricula, instruction, and assessment programs are in alignment with state standards and support the delivery of a free appropriate public education to all students with disabilities identified for special education and/or related services.
6. Provide leadership and guidance, while collaborating with principals, to ensure the implementation of a comprehensive approach and plan for parent/guardian and family outreach services.
7. Process Home Instruction requests.
8. Monitor Child Protection and Permanency, CP&P (formerly the Division of Youth and Family Services, DYFS) complaints.
9. Supervise the non-classified out-of-district placements of students in alternative school settings for effectiveness and positive student progress.
10. Develop, schedule, coordinate, implement, and monitor professional development of personnel supervised.
11. Confer with Human Resources on staff recommendations for the recruitment, appointments, placement, promotion, transfer, discipline, and termination of personnel. Recommend the renewal or non-renewal of staff.

12. Ensure students with disabilities are educated in the least restrictive environment.
13. Supervise the identification, evaluation, and determination of eligibility processes.
14. Supervise the development and review of the individualized education programs (IEPs) and student placements.
15. Ensure parental consent, notice, participation, and meetings rules are implemented with fidelity to State laws and rules.
16. Ensure evaluation procedures for discipline, suspension, and expulsion for students with disabilities are implemented with fidelity to State laws and rules.
17. Represent the district in mediation and due process hearings.
18. Confer with and advise school principals on matters pertaining to students, special education programs, or other issues coming within the purview of the department of special services.
19. Prepare and maintain annually the lists of students to be transported to special classes.
20. Make the necessary arrangements with other school districts when requests for placement in special classes are made.
21. Maintain regular contact with outside agencies concerned with the disabled child.
22. Maintain contact and receive reports on the progress of students placed in out of district school programs and to certify their attendance to the Business Office for the payment of tuition.
23. Supervise and oversee school guidance counselors to provide the appropriate supports and services for all students in the district.
24. Serve as the district 504 Officer for the oversight of students in collaboration with the building principals.
25. Supervise and oversee school nurses and nursing services.

26. Assist Principals, Assistant Principals, Supervisors, and Instructional Leaders with guidance to teachers and paraprofessionals in the development, evaluation, and improvement of teaching.
27. Assist in long range and strategic planning for the district.
28. Manage, evaluate, and supervise the operation and functioning of district programs and services listed below, consistent with the vision, mission, and goals:
 - a. Attendance.
 - b. Counseling.
 - c. Dropout Prevention Services.
 - d. Health, Medical, Nursing, and Substance Abuse Prevention Services.
 - e. Home Instruction.
 - f. Intervention and Referral Services (I&RS).
 - g. Nonpublic Schools.
 - h. Out of District Placements.
 - i. Parent/Guardian and Family Outreach Services.
 - j. Social Work.
 - k. Special Education Afterschool, Before School, Regular Day, summer, and Weekend Programs.
 - l. Related Services.
 - m. Any and all other programs and services as determined by the Superintendent of Schools or his designee.
29. Assist in the determination of types of programs needed by the schools and make appropriate recommendations.
30. Work on the selection, ordering, coordination, maintenance, distribution, and inventory of all instructional materials, equipment, supplies, technology, and textbooks.
31. Serve as an acting school administrator in the event of an administrator absence.
32. Assist in the programming and scheduling of student classes and courses including the assignment of aides, per the IEP.
33. Analyze district data and compile, prepare, and coordinate any district, state, and federal reports involving the educational services in the schools. Analyze and interpret formative and summative test data in conjunction with appropriate directors, principals, assistant/vice principals, supervisors, department chairpersons, and instructional chairpersons.

34. Attend all meetings of the Board of Education, including Committee of the Whole meetings, unless excused by the Superintendent or his/her designee. Attend Board committee meetings as required by the Superintendent. Prepare such reports for the Board as the Superintendent may request.
35. Assist with the development, preparation, and administration of the budget including status of district programs and services.
36. Maintain copies of all necessary records and forms related to supervised programs and services.
37. Prepare reports for the Superintendent and the Board as requested by the Superintendent.
38. Interpret the programs and policies of the district to staff, students, and the community at large.
39. Work with local, state, and federal agencies that provide services to students.
40. Prepare district, state, and federal reports as required.
41. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
42. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
43. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations 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.
44. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
45. Oversee and handle any state and/or federal monitoring relative to the areas supervised.

46. Oversee the implementation of New Jersey Quality Single Accountability Continuum (QSAC) or equivalent system.
47. Perform all other duties as required by law, code, or Board policy.
48. Perform such other tasks and assume such other responsibilities as the Superintendent or his/her designee may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Contract terms, salary, and benefits as established through the Board of Education.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
4. Tenurable.

EVALUATION: Evaluated by the Assistant Superintendent of Curriculum and Instruction.

APPROVED: June 14, 2021