

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Supervisor of Special Services

QUALIFICATIONS:

1. Masters Degree in Education from an accredited College or University.
2. Valid New Jersey Principal or Supervisor certificate and Teacher of the Handicapped certificate or equivalent.
3. Three or more years supervisory experience in a public school district and three or more years experience in special education.
4. Knowledge of New Jersey school law and administrative code and federal and state special education law.
5. Demonstrated organizational, communication and interpersonal skills.
6. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
7. Pass a physical examination in accordance with New Jersey statute and Board policy.
8. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction

SUPERVISES: All special services and programs personnel and related support staff.

JOB GOAL: To provide leadership in developing, implementing and evaluating the Commission's special services and programs for the maximum benefit of member districts.

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements and evaluates the Commission's special services and programs as assigned.

2. Recruits, screens and interviews applicants, checks references and verifies credentials for assigned special services and programs personnel and related support staff positions and makes hiring recommendations.
3. Recommends and coordinates the assignment of assigned special services and programs personnel.
4. Supervises, observes and evaluates assigned special services and programs personnel and related support staff.
5. Assists with the observation and evaluation of Compensatory Education staff.
6. Researches, recommends on an annual basis and administers contracts with assigned independent contractors to provide special services evaluations.
7. Coordinates the assignment of special services evaluations to assigned independent contractors.
8. Supervises preparations for the New Jersey Department of Education monitoring of the PL 192-193 program in the areas of Speech, Supplemental and Homebound Instruction, and Initial and Annual Evaluations.
9. Verifies and approves all vouchers, invoices and timesheets submitted for payment by assigned independent contractors and special services and programs personnel.
10. Serves on the Local Professional Development Committee.
11. Responds to inquiries related to the Commission's special services and programs.
12. Conducts meetings with special services and programs staff.
13. Assists the Director of Instruction in developing and updating policies related to the Commission's special services and programs.
14. Prepares and submits reports and other documents as required by the Director of Instruction.
15. Maintains a program of communication with the Commission's stakeholders to identify needs and to recommend and develop programs and services to address needs.
16. Keeps abreast of developments in special education, and provides leadership in determining their appropriateness for inclusion in the Commission's special services and programs.
17. Attends and participates in all state, county and local meetings related to responsibilities.
18. Maintains liaison and active participation with educational leaders in special education at the state, regional and national levels.

19. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approved: 1/5/2005