

# JOB DESCRIPTION

# BARNEGAT TOWNSHIP SCHOOL DISTRICT

## DIRECTOR OF STUDENT SERVICES

### **QUALIFICATIONS:**

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6-11-9.3 and 9.5) of School Administrator.
2. Hold a Master's Degree from an accredited college or university.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of special education programs, Child Study Team Services, and development effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning styles in exceptional children.
6. Demonstrate an understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapters 26 and 28, U.S.P.L. 93-112 and Section 504 of the Rehabilitation Act of 1973.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Supervisor of Special Education, Supervisor of Guidance, Case Managers, Guidance Counselors, Speech-Language Pathologists, Occupational Therapists and Physical Therapists, School Psychologists, Learning Disabilities Teacher Consultants, School Social Workers, Behaviorist, nurses and Special Education Teachers.

### **JOB GOAL:**

The Director of Student Services directs, supervises, coordinates and monitors the planning, assembly and execution of all required divisional programs and activities relative to classified students. The Director of Student Services oversees assigned staff and programs, and provides vision, guidance and planning for the effective implementation of divisional programs and objectives to administrators of K-12 schools.

## PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for students and staff for academic performance, student services and responsibility for mature behavior.
2. Ensure compliance by divisional department in the administration, scheduling and evaluation of Special Education service delivery process for the development of IEP's, annual review, and third year re-evaluation of Individual Education Plans (IEP's) as required by State and Federal mandates and guidelines. Ensure participation in the procedures and access to records, following notification of timelines and the process requirements as stated in NJ Administrative Code Title 6A Chapter 14 – Special Education.
3. Oversee I&RS/RTI, 504 and BSI.
4. Supervise the IEP process for all students placed in district.
5. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with state and federal law and district policy.
6. Observe and evaluate District Supervisor of Special Education.
7. Observe and evaluate District Supervisor of Guidance.
8. Develop with individual staff members, when and where necessary, a Professional Improvement Plan (PIP), a Professional Growth Plan (PGP), and/or Corrective Action Plans.
9. Ensure proper compliance and reporting activities with Student Services and special education programs, including:
  - Develop and submit all required application, documentation and reports as required;
  - Develop qualification criteria, monitoring checklists, student folders, procedures, and timelines to guide program implementation;
  - Manage funds with established program and fiscal requirements;
  - Monitor program implementation to ensure compliance with regulations;
  - Collect and analyze performance data to evaluate program effectiveness;
  - Develop reports, corrective action plans and proposals to improve programs and services; and
  - Present regulations, program plans or proposals, and evaluative reports to the administration, school staff, and the community as required.
10. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, agencies, and all divisional administrative, support and/or clerical staff associated with the district.
11. Oversee nurses and coordinate coverage between buildings.
12. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, School Regulations and Procedures, and contractual obligations.
13. Perform any duties and are within the scope of employment and certifications as assigned by the Superintendent and not otherwise prohibited by law or regulation.

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14. Monitor departmental fund expenditures of all Federal, State, and local grants, and entitlements.
15. Review and assist, as required, in preparation of mandated reports.
16. Work in collaboration with other central office staff in analyzing and evaluating procedures within schools and central office and make recommendations as required.
17. Assist in the development and coordination of section of the budget pertaining to individual departments.
18. Review and monitor instructional operational methods and procedures of individual department and make recommendations for improvement/enforcement, as necessary.
19. Assist in the adaptation and implementation of school policies.
20. Provide leadership in establishing new programs and developing improved understanding of existing programs.
21. Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
22. Direct the completion of the annual application for Title I funding and related reporting. Oversee the budgeting and appropriate use of these funds.
23. Complete and submit annual SEMI report.
24. Perform other duties as assigned by the Superintendent.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

### **LEGAL REFERENCES:**

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required

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N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for non-citizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:37-2	Discipline of pupils
N.J.A.C. 6:3-3.1 et seq.	Condition for employment of teachers
N.J.A.C. 6:3-4.1 et seq.	Supervision; observation and evaluation
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
N.J.A.C. 6:3-5.1 et seq.	Seniority
N.J.A.C. 6:8	Through and efficient system of free public schools
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required
N.J.A.C. 6:11-3.10	Citizenship required
N.J.A.C. 6:11-5	Requirements for instructional certificate
N.J.A.C. 6:11-6	Endorsements on the instructional certificate
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:8	Standards and assessment
*N.J.A.C. 6A:24	Education reform in the Abbott districts
See particularly:	
N.J.A.C. 6A:24-6.1	Implementation of required programs in secondary schools

\*applies to Abbott districts only

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110 Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002