

DELRAN TOWNSHIP SCHOOL DISTRICT

Director of Student Services

Reports to: Superintendent of Schools

Job Goal: The Director of Student Services is responsible for the supervision of student services including but not limited to special education, child study, speech/language services, guidance services, health/medical services, residency, student registration, student data management, and substance abuse. He/she advises and assists the Superintendent with all aspects of these student services.

Under the direction of the Superintendent and within the Delran Board of Education policies, the Director of Student Services is responsible for, and has commensurate authority to accomplish the duties of their office. He/she may delegate portions of their responsibilities, together with proportionate authority for their accomplishment, but he/she may neither delegate nor relinquish any portion of their accountability for results.

Serve as immediate supervisor for all Pre-K – 5 Principals and Pre-K - 5 Assistant Principals and Supervisor of Special Education.

Evaluation of Pre-K – 5 Principals and Pre-K - 5 Assistant Principals and Supervisor of Special Education.

Performance Responsibilities:

- Represent Child Study Team and Student Personnel Services in District policy formulation, program development, curriculum, and program implementation.
- Represent the district as directed at conferences, training seminars, state and county meetings.
- Define, delegate and evaluate the Child Study Team services, guidance services, Special Education and speech and hearing services, and the school physician.
- Evaluate Student Services personnel, including but not limited to CST personnel, speech therapists, OT/PT, and nurses.
- Recruit and recommend candidates for employment on the Child Study Team and Student Services staff as needed.
- Maintain up-to-date working knowledge of special education and other relevant education laws and regulations.
- Coordinate the development of necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and state.
- Contribute to improving and updating the curriculum for all levels of student talent.
- Oversee maintenance of district student information system.
- Develop and recommend an annual budget for Child Study Team, Special Education and other Student Services.

- Maintain responsive lines of communication among students, parents, and district staff.
- Acquires, produces, and disseminates information related to best programs and practices in student services for the district, staff, and community.
- Provide feedback, suggestions, and consultation to support CST members, teachers, administrators, and parents in their efforts to support students, especially classified students.
- Monitors, and participates in as needed, the development of IEPs to ensure accuracy, completeness, and compliance with laws and regulations.
- All other duties as assigned by the Superintendent.

Supervisory Responsibilities:

- Supervises employees in Student Services.
- Responsible for the overall direction, coordination, and evaluation of Student Services programs, including but not limited to CST, guidance, speech, hearing, and health.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interview, recommend for hiring, and train Student Services employees.
- Plan, assign, and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.
- Provide leadership as immediate supervisor of Pre-K – 5 building principals and Supervisor of Special Education
- Supervise Technology Coordinator

QUALIFICATIONS

EDUCATION and/or EXPERIENCE:

Master's degree or equivalent, and combination of at least five years of successful professional practice/teaching & administrative experience in special education. At least one year of successful experience as a special education director in an approved special education program.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N. J. Teaching Certificate with Special Education endorsement, and N. J. administrative Certificate (Principal or School Administrator).

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from: Board members, staff, parents, students, and the general public.

MATHEMATICAL SKILLS:

Ability to analyze data (eg. Demographic and student performance) and understand relevant statistics.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Must be able to travel between school buildings and locations outside of the district.. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education and other student services. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

RELATIONSHIPS

Director of Student Services has the following working relationships with:

- Superintendent and Business Administrator: advises and makes recommendations to the Superintendent and Business Administrator.
- Administrative team (includes Director of Curriculum & Instruction, Principals and Supervisors): works cooperatively with administrative team to maximize effective delivery of all aspects of student services.
- Teaching staff: involves staff in meaningful instructional improvement processes and decision-making processes affecting student services.
- Community, including parents: provides information and support for parents of classified students and promotes good relationships with relevant groups and organizations in the community.
- Professional Organizations, including County and State offices: maintains contacts with and participates in relevant professional organizations.

Terms of Employment:

12 month work year

Evaluation:

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

APPROVED BY THE BOARD OF EDUCATION: APRIL 20, 2015