

East Newark School District

Job Description

Job Title: Supervisor of Special Services / Learning Disabled Teacher Consultant (LDTc).

Qualifications:

1. Must hold a valid New Jersey Supervisor & LDTc certification.
2. Experience in special education as a Learning Disabled Teacher Consultant (LDTc).
3. Successful supervisory experience.
4. Successful experience in special services administration required

Reports to: Chief School Administrator

Job Goal: To supervise all student related services outside the general education population.

Performance Responsibilities:

1. Supervises school nurse and all Child Study Team personnel (contracted and Board employees) including but not limited to:
 - a. School Psychologist
 - b. School Social Worker
 - c. School Guidance Counselor
 - d. Special Education Teachers
 - e. Occupational Therapist
 - f. Speech Therapist
2. Ensure the district's compliance with New Jersey Special Education Code (N.J.A.C. 6A:14)
3. Guides development, implementation and evaluation of curriculum and special education instructional services.
4. Assists in the development of the budget for the Special Services Department.
5. 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.
6. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
7. Supervises the development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
8. Works with Chief School Administrator on the improvement of school based programs and personnel in special education.
9. Communicates the approved curriculum to the professional staff and parents where it involves special education.
10. Works with Supervisor of Curriculum 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 in coordination with the district curriculum supervisors.
11. Assists in the creation of and edits for publication all curriculum guides and materials to include possible modifications for students with disabilities in coordination with the district curriculum supervisors.
12. Assists in 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 K-8.
13. Administers programs of in-service educational activities for special education or appropriate
14. Observe special education teachers in their classrooms and offers insight for the enhancement of the teaching-learning situation.
15. Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measure used by the schools.
16. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.

16. Participates in articulation with Harrison High School.
17. Gathers information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students.
18. Conduct ongoing assessments to determine students' learning needs and intervention needs.
19. Create individual intervention plans to match students' learning styles and intervention needs.
20. Consult with teachers to increase their capacity to provide instructional support to struggling readers/learners.
21. Provide individualized and specialized instruction to students with intense needs.
22. Provide ongoing and sustained professional development to teachers to deliver evidence-based interventions

Performing other duties as assigned by the Chief School Administrator

Terms of Employment: 10 month / Part-time

BY: East Newark Board of Education

APPROVED: May 18, 2020