

FAIR HAVEN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITION – JOB DESCRIPTION

TITLE: **Director of Student and Special Services (Pre-K – 8)**

REPORTS TO: Superintendent of Schools

- QUALIFICATIONS:**
1. Licensure as a NJ School Administrator or Principal, and either a NJ Learning Disabilities Teacher-Consultant, School Social Worker, School Psychologist or a Teacher of Students with Disabilities/ Teacher of the Handicap.
 2. Minimum experience as determined by the Board
 3. Demonstrated ability to effectively administer and lead student services, special education programs and work with parents and community groups and agencies.
 4. Strong skills in communication, human relations, leadership and organization.
 5. Extensive knowledge of federal and state law as well as judicial decisions relevant to special services department
 6. Required criminal history check and proof of US citizenship or resident alien status.
 7. Such other qualifications of academic, professional and personal excellence as the Fair Haven Board of Education may specify

JOB GOAL: To develop, administer, supervise, coordinate and evaluate Student and Special Services programs as integral parts of the total curriculum and in accordance with state and federal laws and procedures, and Board of Education policies; to coordinate district preparation for State monitoring as related to Special Education and services; and to ensure the high quality of all programs with the special services department, counseling and school nurse programs in accordance with law, policy and regulation.

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PERFORMANCE RESPONSIBILITIES:

1. Assumes a leadership role in identifying and providing necessary special education and student support services.
2. Works cooperatively with the administrative and teaching staff to achieve program effectiveness.
3. Oversees the development and implementation of a well-conceived and comprehensive school counseling program.
4. Supervises and evaluates guidance counselors with input from Principal and school administrators.

5. Develops and supervises a thorough and efficient health services program in the district
6. Supervises and evaluates school nurses with input from Principal and school administrators.
7. Assumes leadership role in support of the Pre-K through 8 instructional program and achievement of the NJ Core Curriculum Content Standards, Common Core State Standards and district goals
8. Plans and presents at meetings each year for the purpose of interpreting to the Board of Education, parents and public at large the educational program of the district's schools
9. Develop, and administer local, state and federal budgets and allotments
10. Prepare and implement required and competitive grant projects as appropriate
11. Provides leadership by planning and providing comprehensive professional development for district and school based personnel, including administrators as appropriate, to improve instruction and student achievement and to maintain compliance with federal and state laws and regulations. This includes supporting staff development activities, developing and monitoring individual professional development plans and required student growth objectives of department members.
12. Evaluates the performance of assigned personnel in accordance with law, code and board policy as requested by a building Principal, school administrator, or the Superintendent.
13. Assists in the recruitment, screening, hiring and training of instructional, support and paraprofessional staff
14. Assume responsibility for knowledge of legal and educational issues related to Special Services program areas, and interpret laws and regulations as well as the philosophy and practices of Special Services program areas to district and school-based personnel and the general public.
15. Enforces all board policies, administrative directions and state laws/regulations
16. Performs such duties as may be assigned by the Superintendent

TERMS OF EMPLOYMENT: Twelve (12) months.

SALARY: To be determined by the Board of Education commensurate with training, experience and responsibility

EVALUATION: According to State statute and Board policy and procedure