



CHILD STUDY TEAM SUPERVISOR

Qualifications:

1. Master's Degree in Educational Leadership or related field
2. Supervisor's Certificate issued by the New Jersey State Department of Education
3. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Job Goal: To work with Superintendent and Principals to coordinate and evaluate the Child Study Team and special education programs.

Duties and Responsibilities:

1. Ensure all students with disabilities who are in need of special education and related services, including students with disabilities attending non-public schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to NJAC 6A-14.
2. Ensure a free, appropriate, public education is available to all students with disabilities between the ages of three and twenty-one, including students with disabilities who have been suspended or expelled.
3. Serve as the Supervisor to the Child Study Team.
4. Coordinate the services of the School Psychologists, Social Worker, LDTC, Speech/Language Therapists, and Occupational Therapist to the needs of the District.
5. Monitor time lines of evaluation plans, initial, and re-evaluations, IEP development, and annual review.
6. Monitor case management and assign as necessary.
7. Oversee the development and revisions of notices, forms, and the IEP.
8. Establish criteria and implement procedures that safeguard confidentiality regarding students and all school matters.
9. Monitor related service delivery
10. Under the direction of the Superintendent of Schools, identify and determine overall goals and objectives for Special Services.
11. Develop and monitor the Special Services budget(s).
12. Complete, in a timely manner, county, state, and federal reports as required.
13. Complete, submit, and monitor the IDEIA Grant.
14. Interview and advise on the appointment of professional, para-professional, and support personnel.
15. Establish communication and maintain good public relations and outreach activities with other public, private, and non-public schools and community agencies.
16. Hold monthly meetings of the child study team for the purpose of evaluations and up-dating programs and professional development.
17. Serve as the District's representative for extra-curricular and co-curricular activities as necessary.
18. Serve as a member of the district leadership team and attend meetings as required.
19. Submit an annual report as well as reports requested on activities and progress of the Special Education department.
20. Conduct evaluations for tenured and non-tenured child study team personnel.
21. Analyze standardized test data for students' performance and data analysis.
22. Monitor programs of Federal/State grant-funded initiatives and supply information for the ESSA grant.

23. Coordinate English as a Second Language (ESL) and Limited English Proficient (LEP) Programs for the District.
24. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: July 18, 2017