



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 3

**POSITION:** Director of Special Education

**QUALIFICATIONS:**

- A. Holds or is eligible for N.J. Teaching, Supervisor and Special Education Certification.
- B. Five years experience in a special education
- C. Three years successful teaching experience
- D. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:** Provides district-wide leadership for curriculum development and instructional improvement in special education.

**REPORTS TO:** Provides district-wide leadership for curriculum development and instructional improvement in special education.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Supervision: Supervises performance of child study team, special education teachers and other special education staff and consultants.
- B. Communicates with principals to coordinate special education programs and services.
- C. Inservice Education. Assumes responsibility for helping to develop and maintain a continuing program of inservice education for the department.
- D. Curriculum Development: Accepts a prime leadership responsibility for the continuous evaluation of the special education curriculum and for recommending its improvement.
  - 1. Organizes and directs committees in a continuing program of curriculum evaluation and revision.
  - 2. Maintains a district-wide inventory of instructional materials for the department.



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Page 2 of 3

3. Assists in the design of new facilities.
- E. Instructional Coordination: Gives guidance and direction to coordinating all aspects of curriculum in special education among the various schools of the district and with the administrators of the school district.
1. Assists building principals in achieving their role as instructional leaders.
  2. Expedites the process of communication concerning his area of instruction within each school and between the central administrative staff and the school.
  3. Achieves effective deployment of instructional materials through the school system.
- F. Budget recommendations. Makes specific recommendations to the building principals and coordinates the recommendations of the department through the district with respect to budget.
- G. Coordinates a system of case management.
- H. Communications: Establishes effective communications with faculty, administration, parents and the community.
1. Develop and coordinate Pupil Assistance Committees at each school and insure effective and timely communication with district administrators and personnel regarding prereferral activities and special education students.
  2. Provides liaison between the district and the Committee for Children with Special Learning Needs.
- I. Maintains child study team availability to teachers through school—based team concept for consultation and monitoring of IEP implementation.
- J. Locates placements and monitors IEP implementation for students in outside placements.
- K. Cooperates with curriculum supervisors and principals in developing appropriate courses for special education students.
- L. Maintains contact with funding sources and provide information on state rules and regulations.



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Page 3 of 3

- M. Plans district-wide special education teacher meetings.
- N. Works closely with guidance counselors in administering and implementing individual education programs.
- O. Works with administration in the screening and selection of special education teachers and staff.
- P. Provides leadership in keeping accurate department records and preparation of state and district reports.

**TERMS OF EMPLOYMENT:** Twelve month position, Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.