

# SCHOOL DISTRICT OF THE CHATHAMS

## Educational Administration

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<b>TITLE:</b>	Assistant Superintendent for Student Services & Instruction
<b>QUALIFICATIONS:</b>	<p>An earned master's degree education or related field. An earned doctoral degree in education or related field (preferred)</p> <p>Valid N.J. School Administrator certificate</p> <p>Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements</p> <p>Required physical examination, meeting standards outlined in the District Physical Examination Form.</p> <p>Broad knowledge of state and federal general and special education laws, regulations, procedures, and reporting requirements</p> <p>Strong analytic, communication, writing, and interpersonal skills</p> <p>Supervisory and/or administrative experience</p> <p>Such additional qualifications as the Board may deem appropriate.</p>
<b>PRIMARY FUNCTION:</b>	To direct the special educational programs securing all of the services available to special education students by law and assuring they receive a free and appropriate public education in the least restrictive environment.
<b>REPORTS TO:</b>	The Superintendent of Schools
<b>SUPERVISES:</b>	Director of School Counseling, Supervisor of Student Services, child study team members, student assistance counselors, certified and non-certified special education and health services personnel

### **AREAS OF PERFORMANCE AND RESPONSIBILITIES:** (Adapted from ISLLC Standards, NPBEA, 2007)

#### **ISLLC Standard 1**

An educational leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

#### **SDOC Functions:**

- Serves as the leader of the district's special education program
- Creates, recommends and implements plans to achieve annual and long-range goals
- Collaboratively develops and implements a shared vision and mission
- Plans , develops, and coordinates the district's system of special education services
- Promotes continuous and sustainable improvement of the organization and its staff
- Utilizes data to identify goals, assess organizational effectiveness, and promote organizational learning

## **ISLLC Standard 2**

An educational leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

### **SDOC Functions:**

- Establishes procedures for evaluation, placement, and reappraisal of students in need of special education and/or related services
- Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law, and board policy are met.
- Recommends policies and programs essential to the needs of special education children.
- Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services
- Helps create a personalized and motivating learning environment for all students
- Works with directors and principals to ensure viability, efficacy and state and federal compliance of all programs serving students with special needs and disabilities
- Helps develop assessment and accountability systems to monitor student progress and facilitate evaluation of the instructional program
- Promotes the use of the most effective and appropriate technologies to support teaching and learning
- Develops the instructional and leadership capacity of the staff

## **ISLLC Standard 3**

An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

### **SDOC Functions:**

- Assumes responsibility for the recruitment, assignment, supervision, and evaluation of all certified and non certified special education staff.
- Monitors and evaluates the management and operational systems of the child study team and ensures placement of individual students with special needs in those educational situations best suited to their requirements.
- Obtains, allocates, and efficiently utilizes human, fiscal, and technological resources
- Directs the development, operation, and control of the budget
- Promotes and protects the welfare and safety of students and staff
- Ensures that building schedules are oriented toward maximizing instructional time

## **ISLLC Standard 4**

An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

### **SDOC Functions:**

- Collects and analyzes data and information pertinent to the educational environment
- Promotes understanding, appreciation, and use of the district's special education program to parents, students, staff and community.
- Builds and sustains positive and productive relationships with families, caregivers, and community agencies partners

## **ISLLC Standard 5**

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

### **SDOC Functions:**

- Promotes social justice and ensures that individual student needs inform all aspects of schooling
- Models principles of self-awareness, reflective practice, transparency, and ethical behavior
- Considers and evaluates the potential moral and legal consequences of decision-making
- Ensures a system of accountability for every student's academic and social success
- Represents all schooling issues and developments related to special education to the Board of Education in an accurate and candid manner

#### **ISLLC Standard 6**

An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

#### **SDOC Functions:**

- Acts to influence local, district, state, and national decisions affecting learning for extraordinary children
- Informs the Board of Education and public at large of local, district, state, and national developments affecting public schooling and special education.
- Assesses, analyzes, and anticipates emerging trends and initiatives in order to adapt leadership strategies

**TERMS OF EMPLOYMENT:** Twelve months

**EVALUATION:** In accordance with Board of Education policy and in compliance with all New Jersey statutes and regulations

**Board Approval: 02/10/2014**