

**RIVER VALE SCHOOL DISTRICT
RIVER VALE, NEW JERSEY**

TITLE: SUPERVISOR OF SPECIAL SERVICES/SOCIAL WORKER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and School Social Worker Endorsement or eligibility
2. Minimum experience determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide evaluation and counseling services
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

JOB GOAL:

The Supervisor of Special Services shall assist with the development, coordination, and, where appropriate, the implementation of Individualized Educational Plans (I.E.P.) for all special needs students attending the various programs within the district.

The Supervisor of Special Services shall provide indirect, and where appropriate, direct services to students and teachers and shall ensure appropriate instructional materials and/or related services. The supervisor shall supervise and coordinate the efforts of the other CST members, schedule meetings with parents, teachers, administrators, and/or outside agency representatives as necessary to best serve the needs of each child.

Specific Duties and Responsibilities:

1. Coordinates responsibilities for the identification, classification, program, placement and monitoring of pupils eligible for special education.
2. Supervises the processing of each case and ensures that it is concluded within the time limits mandated by state rules and regulations.
3. Schedules Child Study Team case conferences when all necessary data is received for purpose of special education eligibility and educational program decisions.
4. Completes all federal, state and county reports dealing with special education.
5. Oversees compliance with federal and state rules and regulations pertaining to special education. Is knowledgeable of new special education codes.
6. Serves as liaison between the school system and local, county and state agencies.
7. Maintains the central file within the security requirements for confidentiality.

8. Assists in planning of staff in service for personnel involved with children eligible for special education services.
9. Advises the superintendent in matters requiring board approvals.
10. Performs such other duties as may, from time to time, be assigned by the superintendent.

TERMS OF EMPLOYMENT:

Appointment will be made annually by the Board of Education upon the superintendent's recommendation.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED:

9/7/2010