



## WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: Assistant Superintendent of Special Services**

**Qualifications:**

1. School Administrator Certification or Certificate of Eligibility
2. Masters Degree
3. Minimum of five years of administrative experience
4. Previous Director of Special Services experience

**Reports to:**

Superintendent of Schools

**Job Goal:** The Assistant Superintendent of Special Services is responsible for providing vision and leadership in the planning, development, implementation, and evaluation of district-wide services for students with special education needs. The Assistant Superintendent ensures compliance with all federal and state mandates in special education and provides, to the maximum extent appropriate, equal educational opportunities for students with disabilities.

**Performance Responsibilities:**

1. Responsible for the direct supervision of:
  - a. Principal of Wall Primary School
  - b. Special Education Supervisors
  - c. Administrative Assistants within the Special Services Department
  - d. Child Study Team Members
  - e. Speech/Language Pathologists
  - f. Occupational/Physical Therapists
  - g. Board Certified Behavior Analysts
  - h. Special Education Reading Specialist
  - i. Teacher of the Visually Impaired
  - j. Consulting Therapists
  - k. Consulting Physicians
2. Develop and maintain the district-wide special education budget
3. Work in collaboration with Supervisors of Special Education and building principals in the recruitment, selection, and recommendation of special education professional staff
4. Monitor the development and implementation of individualized education plans and delivery of related services
5. Ensure proper implementation of IEP mandates
6. Evaluate the effectiveness of existing programs and recommends changes as needed
7. Evaluate and monitor the appropriateness of out-of-district placements
8. Network with other Special Education leaders in the county and surrounding areas for the purpose of seeking partnerships to meet the diverse needs of special populations
9. Evaluate the needs of the students within the district and create new and innovating programs when needed



## WALL TOWNSHIP PUBLIC SCHOOLS

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10. Keep informed of all legal requirements governing special education and ensure that all requirements under Administrative Code, State/Federal law, and local board of education policy are met
11. Remain current in special education research and methodologies
12. Develop and submit to the state and federal governments' Individuals with Disabilities Education Act (IDEA) grant and other federal/state grants pertaining to instruction, as assigned
13. Prepare and monitor federal grant awards
14. Develop waiver requests, when appropriate, for the County Office of Education
15. Participate in the Request for Proposal process to select professional service providers
16. Review Board of Education policies and provides input regarding special education code
17. Coordinate with Board attorney and the New Jersey Department of Education when needed
18. Work cooperatively with the Board attorney and Superintendent of Schools to prepare documentation for due process/mediation cases
19. Participate in due process hearings and settlement discussions
20. Coordinate with public and private agencies in securing appropriate services for students with disabilities
21. Prepare all federal, state, and local reports on special education programs
22. Complete Extraordinary Aid application and maintain backup documentation for monitoring and audit purposes
23. Monitor and cross-reference data to ensure accuracy in the student management system and the IEP program utilized in the district
24. Coordinate submissions of state reporting
25. Develop and maintain complete and cumulative records of all classified students and monitors records in a manner compliant with code
26. Develop in-service training for appropriate district staff
27. Manage district-wide Crisis Prevention Intervention training
28. Collaborate with the Business Office to support the Medicaid initiative
29. Collaborate with the Business Office in matters regarding grants, tuition contracts, and state reporting
30. Oversee administrators with respect to their supervision of teachers, paraprofessionals, related services, and special education programs
31. Oversee the Supervisors of Special Education in the preparation and implementation of the Extended School Year program
32. Participate in and support the Special Education Parent Advisory Group (SEPAG)
33. Oversee and support the procedures and operations of Wall Primary School
34. Evaluate principals and other administrators as assigned by the Superintendent of Schools
35. Attend Board meetings and prepare reports and presentations as requested by the Superintendent



## WALL TOWNSHIP PUBLIC SCHOOLS

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36. Perform other related duties as assigned by the Superintendent of Schools

**Terms of Employment:** Non-aligned, Certificated Staff 12-month position as specified in contract with the Board of Education

**Evaluation:** Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**Approved: 2/13/2024**