

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Director of Educational Programs and Student Support Services

Reports To: Superintendent of Schools

Contract Terms: 12 month Individual Contract, Benefits Eligible

Job Goal: The Director of Educational Programs and Student Support Services, in accordance with Board policy and New Jersey Statute and guided by the administrative rules of the Superintendent, administers programs and services for the district's students with and without disabilities, classified students attending nonpublic schools, and students with actual or potential learning disabilities or adjustment disorders.

Qualifications: Valid New Jersey School Administrator endorsement or certificate of eligibility required. Extensive knowledge of general and special education, resources, and evidence based practices. Prior administrative experience. Demonstrated familiarity with educational law and regulations.

Supervises: Supervisor of Curriculum, Supervisor of Student Support Services, Educational Programs and Student Support Services Secretarial/Clerical Staff, and all Certificated Teaching Staff

Essential Duties and Responsibilities:

- Plans, implements, supervises, and evaluates programs to ensure that each student meets and exceeds the New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations
- Oversees the education of all educationally disabled pupils and provides leadership to the faculty in matters related to students with special needs
- Organizes the provision of health services, speech and language therapy, occupational and physical therapy, guidance services, ESL education, Gifted and Talented education and home instruction
- Works cooperatively and collectively with principals/assistant principals, supervisors, and staff to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably
- Reviews research, developments and innovations in general education and special education by reading relevant literature, attending professional learning opportunities including, but not limited to attendance at State and National conferences
- Assists in the determination of staffing needs and the necessary fiscal implications of staffing adjustments
- Develops and manages all departmental budgets in accordance to fiscal regulations

- Keeps informed of all legal requirements governing special and general education under the Administrative Code, State/Federal law, and Board Policy
- Observes and evaluates staff in accordance to district policies and procedures
- In collaboration with building principals, and supervisors, develops and oversees professional learning for all staff
- Manages all State and Federal grants related to the education of general and students with disabilities
- Oversees the coordination of district assessments as the District Testing Coordinator
- In conjunction with receiving schools, verifies and maintains the accuracy of out-of-district placements including tuition for school year and ESY programs, related services, and support personnel identified through an IEP
- Maintains communications with the state, county and community organizations specializing in child welfare, mental health, protective, judicial and support services
- Participates in the development and implementation of programs for parents that relate to educational programs and meeting the educational needs of the participating pupils
- Maintains and prepares all required documentation for cases referred to or for litigation
- Attends Board of Education meetings and/or prepares such reports for the Board as the Superintendent may request
- Assists the Superintendent of Schools with additional duties, when necessary

Evaluation

- Performance of this job will be evaluated annual in accordance with state law and the provisions of the Board’s policy on evaluation of certified personnel.

Board of Education Approved: January 3, 2023