

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, November 30, 2016

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3496

The Superintendent recommends that the Board of Education approve the following personnel fiscal resolutions.

3496 A. APPOINTMENT

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Frankoski, Rebecca	4 th Grade Teacher SM – 1.0 FTE	12/1/16 6/30/17	\$49,409

Background

Ms. Frankoski is replacing *Jennifer Feinberg*, who passed away.

3496 B. APPOINTMENT OF LEAVE REPLACEMENT STAFF

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Wolfer, Kim	Guidance Counselor CHS – 1.0 FTE	12/19/16 5/31/17	\$55,610

Background

Ms. Wolfer will be filling in *Falynn Balassone*, while she's out on maternity leave and FMLA.

3496 C. APPROVE JOB DESCRIPTION

Revised: Director of Special Services

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	DIRECTOR OF SPECIAL SERVICES
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">❑ NJ Administrative Certification as well as certification and experience in a special education area with a strong background in compliance and application of regulations❑ Excellent communication and outreach skills, including responsiveness to parent and staff questions and concerns in a timely and effective manner❑ Superb organizational, project planning and implementation skills❑ Desire to stay up-to-date on “best practices” in special services and in education, in general.❑ Courage and integrity to raise critical issues and provide sound, research-based evidence to address them❑ Ability to recruit, hire, and retain staff members who will execute the department’s mission with fidelity and integrity and who will be equally passionate, committed, and capable.❑ Takes a pragmatic approach to the work, actively listening to input and using the input to make decisions❑ Advocacy of Free Appropriate Public Educations in Least Restrictive Environments for students across the district.❑ Extensive knowledge of Federal and State special education code, compliance, and applicable case law (including a solid understanding eligibility for Special Education).❑ Demonstrated leadership in best practices for instructional programs, positive behavioral support, and RTI.❑ Knowledge of research, current practice, national and state initiatives, student outcomes, and program evaluation.❑ Experience with the development of budgets, competitive and entitlement grants, government reporting and assessment.
REPORTS TO	Superintendent of Schools
JOB GOAL(S)	To form a long-term vision for the department and the district’s approach to special education, particularly on how SOMSD will handle evaluations of students, service provision, and modifications to the core curricula.

PRIMARY RESPONSIBILITIES

1. Capacity to understand the district’s legal challenges on the implementation of special education programs and craft plans that respond to student needs while mitigating risks in execution.
2. Support existing programs, e.g., I-Step and ESS, to redefine them to ensure their continued success.
3. Development of programs based on “traveling team” data that can inform how referrals and curriculum evaluations can be improved.
4. Sponsorship of Child Study Teams in gaining access to schools and students.
5. Maintains familiarity with current educational issues through ongoing professional development.
6. Ensures that all students with disabilities are provided a free and appropriate public education through the provision of instructional programs and related services.

7. Formulates policies and procedures that govern the evaluation of students referred for special education services and delivery of special education and related services.
8. Develops policies and procedures to ensure compliance with state and federal regulations.
9. Interprets laws, rules and regulations to students, parents and staff.
10. Maintain on going communication with the administration and regular/special education staff.
11. Communicates information on programs, services and regulations to school personnel, parents, the Board of Education and other districts for the purpose of understanding of the programs.

ACCOUNTABILITY

1. Develops and administers district wide special education budget.
2. Coordinates health personnel and assures compliance with New Jersey Department of Education in the health services area.
3. Responsible for the supervision of special education home instruction.
4. Responsible for district wide student records including compliance with appropriate laws and regulations.
5. Prepares reports for federal, state and local reporting agencies.
6. Cooperates with the transportation department in planning and delivery of services to students whose IEP require this service.

AUTHORITY

1. In concert with principals and special education supervisors, the director oversees all special education staff and programs.
2. Utilizes supervision, staff development and performance evaluation to improve educational programs.
3. Responsible for the supervision of Child Study Team members and related service providers.
4. Recruit and employ credentialed personnel as required to provide services to students with disabilities consistent with their IEP's.
5. Coordinates staff development opportunities to enable staff to better serve the needs of special education students.
6. Coordinates with outside agencies to provide services to students and staff for the purpose of offering appropriate services.

WORKING RELATIONSHIPS OF THE POSITION To maintain effective relationships with teachers, child study team members, students, administrators, supervisors, and appropriate community groups.

TERMS OF EMPLOYMENT 12 Months; Salary to be determined by the Board

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Initial Approval: September 2002

Revised: August 16, 2004; May 6, 2005, March 16, 2015