REVISED

JOB TITLE: ASSISTANT SUPERINTENDENT FOR PUPIL PERSONNEL SERVICES

REPORTS TO: State District Superintendent

SUPERVISES: Assigned Personnel dealing with Elementary Guidance and Career Education, Special Education, Special Services, Child Study Teams, Student Support Services, Substance Awareness Coordinators, Reading Specialists and Vocational Career Counselors

NATURE AND SCOPE OF JOB:

The Assistant Superintendent for Pupil Personnel Services coordinates the planning, development of elementary guidance programs, health services and special education programs and services. The Assistant Superintendent for Pupil Personnel Services coordinates information and referral service committees, child study team services, out-of-district placements, speech and language services, occupational and physical therapy, and Section 504 requirements. The Assistant Superintendent for Pupil Personnel Services serves as primary evaluator for program directors, supervisors, child study teams and Director of Guidance. Works collaboratively with administrative and instructional staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:

The Assistant Superintendent for Pupil Personnel Services shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11 with a School Administrator endorsement.
2. Hold a Master’s Degree from an accredited college or university.
3. Have at least five (5) years of experience as a teacher, counselor and/or child study team member.
4. Have at least three (3) years of administrative or supervisory experience.

5. Demonstrate excellent leadership and organizational skills and the ability to motivate people.

6. Have excellent integrity and demonstrate good moral character and initiative.

7. Hold a valid driver’s license with no serious violations (optional).

8. Demonstrate knowledge and understanding of special education programs, Child Study Team services, guidance, attendance and health services, curriculum development and program evaluation, child growth and development effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning styles in exceptional children.


10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.

11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

12. Demonstrate the ability to use computers for word processing, data management, and telecommunications.


14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternates to the above qualifications as the State District Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
5. Employment interview.

EMPLOYMENT TERMS:

The Assistant Superintendent for Pupil Personnel Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as negotiated with the State District Superintendent of Schools.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Superintendent for Pupil Personnel Services shall:

1. Establish and promote high standards and expectations for students and staff for academic performance, pupil services and responsibility for mature behavior;
2. Administer, schedule and evaluate the Special Education service delivery process for the
development of IEP’s, annual review, and third year re-evaluation of Individual
Education Plans (IEPs) as required by State and Federal mandates and guidelines. Ensure
participation in the procedures and access to records, following notification of timelines
and the process requirements as stated in NJ Administrative Code Title 6A Chapter 14 –
Special Education;

3. Ensure that the IEPs address the student’s achievement in each of the Core Curriculum
Content Standards as appropriate including:
   - Comprehensive Health and Physical Education;
   - Visual and Performing Arts
   - Language Arts Literacy
   - Mathematics
   - Science
   - Social Studies
   - World Languages
   - Technological Literacy
   - Career and Consumer Education, Family and Life Skills

4. Coordinate and supervise assignments for directors, supervisors and coordinators to
ensure that effective teaching in special education, efficient Child Study Team activities
and laudatory guidance, attendance, health, career education and substance awareness
activities are provided to students in the district;

5. Ensure that out-of-district placement of students is completed in an efficient and effective
manner;

6. Represent the Board, when requested, in mediation, administrative hearings and court
proceedings relating to students in need of or receiving special services;

7. Complete in a timely fashion all records and reports as required by law and regulations;
8. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with state and federal law and district policy;

9. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;

10. Coordinate and evaluate a comprehensive program of Home Bound Instruction when required (N.J.A.C. 6A:14-4.8 and 4.9);

11. Assist in arranging and monitoring transportation of all eligible handicapped students;

12. Supervise all assigned personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education and pupil personnel services;

13. Develop with individual staff members a Professional Growth Plan (PGP) and a Professional Improvement Plan (PIP).

14. Administer the special education program for public and non-public schools within the district, including:
   - Coordinate district and out-of-district programs and services;
   - Direct and evaluate assigned personnel and contracted services;
   - Supervise Child Study Team services;
   - Monitor Individual Educational Programs (IEP) and 504 accommodations;
   - Develop and submit all required applications, documentation and reports as required;
   - Develop qualification criteria, monitoring checklists, student folders, procedures, and timelines to guide program implementation;
   - Manage funds with established program and fiscal requirements;
   - Coordinate implementation activities in collaboration with program and district staff;
   - Monitor program implementation to ensure compliance with regulations;
Collect and analyze performance data to evaluate program effectiveness;

Develop reports, corrective action plans and proposals to improve programs and services; and

Present regulations, program plans or proposals, and evaluative reports to the administration, school staff, and the community as required.

15. In collaboration with the Assistant Superintendent for Curriculum & Instruction, ensure effective coordination of services so that educationally handicapped students have an opportunity to participate in Academic Support Programs, including: basic skill improvement, bilingual education (including English as a Second Language), and gifted and talented education;

16. In collaboration with the Assistant Superintendent for Curriculum and Instruction, ensure the integration of Core Curriculum Content Standards and the utilization of approved textbooks and materials within special education programs and services;

17. In collaboration with the Assistant Superintendent for Community Services, provide parents with essential information and training to take advantage of program opportunities and assist their children in their studies;

18. Ensure that the district is in compliance with Federal and State regulations and that implementation is consistent with program requirements;

19. In collaboration with the Assistant Superintendent for Personnel Services, ensure that all program positions are staffed by appropriately certificated and highly qualified individuals;

20. Administer guidance programs and services, including:

   - Establish effective channels of communication among school and program personnel and with agencies, colleges and universities, and service providers;

   - Establish individual interests and needs, academic achievement, social behavior, promotion and graduation requirements, program requirements, and career goals as essential factors for personal counseling, educational programming decisions, and instructional schedule development;
• Ensure that each student receives counseling at least twice a year;
• Ensure that each counselor has identified all assigned students that require additional academic support and/or special education programs and services, has initiated the appropriate referral process, and has confirmed the provision of services;
• Provide personal, career and educational counseling;
• Utilize personal and group counseling sessions;
• Establish procedures, forms and timelines to guide administrative, instructional, guidance and clerical personnel;
• Ensure compliance with program qualification criteria, prerequisites and requirements for assignment of students and promotion and graduation;
• Establish the criteria, formulas and timelines for the calculation of student grades, grade point average, class rank, etc.;
• Coordinate the nomination and selection of students for awards, scholarships and special recognition;
• Provide an informational resource for family services, school activities, community service opportunities, post-secondary education, and employment opportunities;
• Provide seminars and workshops for students and parents on test preparation, college application procedures, financial aid opportunities, athletic and co-curricular eligibility and technical training programs;
• Develop program proposals, action plans, budget details, and evaluative reports as required; and
• Present proposals and reports to the administration, program and school staff, and community as required.

21. Administer health and medical services, including: school health and emergency medical services; staff and student screening and examinations; and substances abuse intervention;
22. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board Policy, and contractual requirements;

23. Direct the administration of assigned schools, including:
   - Consistent and fair implementation of district policies, regulations, procedures and contracts;
   - Compliance with district procedures and timelines;
   - Effective Staff and student organization;
   - Recruitment, interview and selection of staff;
   - Budget development and resource acquisition;
   - Instructional schedule development;
   - Observation and evaluation of classroom instruction;
   - Assessment of student performance and program effectiveness;
   - Identification of students in need of academic support, 504 accommodation and/or special education programs and services;
   - Provision of support services;
   - Reporting student progress to parents;
   - District curriculum and performance benchmarks; and
   - Development and implementation of emergency plans.

24. In collaboration with the Director of Human Resources and the Director of Security, coordinate internal investigation of incidents involving assigned personnel, conduct disciplinary hearings, and process staff appeals and grievances for assigned schools;

25. In collaboration with the Affirmative Action Officer/Ombudsperson and the Director of Security, coordinate internal investigation of incidents involving students or parents, conduct student disciplinary hearings, and process appeals and referrals to other agencies for assigned schools.
26. Serve as the primary evaluator for assigned administrative, instructional and/or secretarial staff;

27. Monitor the observation and evaluation of professional and support staff by school administrators for accuracy, performance standards and timeliness;

28. Administer assigned area(s) of responsibility, including:
   - Program philosophy and operational procedures;
   - Compliance with program guidelines, requirements and timelines;
   - Effective and timely internal and intra-district communications;
   - Fair and consistent interpretation and application of rules, regulations and contract language;
   - Efficient use of resources; and
   - Service orientation.

29. Serve as a member of the State District Superintendent’s administrative cabinet;

30. In collaboration with the Director of Professional Development, provide orientation, inservice training, and technical assistance for district and school staff;

31. Refer funding and program opportunities to the Director of Grant Development and Evaluation and work collaboratively to develop required applications and program proposals;

32. Provide opportunities for effective staff development that addresses the needs of the staff, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies;

33. Prepare grant and other applications as requested by the State District Superintendent;

34. Recommend budgets to support assigned programs;

35. Ensure that the financial and fiscal requirements of Pupil Personnel Services are satisfied in an efficient and timely manner;

36. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines;
37. Collect and analyze data, particularly state assessments, regarding the achievement of all students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of state and other assessments;

38. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school;

39. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids;

40. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the Core Curriculum Content Standards and responsibility for mature behavior;

41. Confer with appropriate division directors on matters of concern;

42. Attend Board of Education and administrative meetings;

43. Summarize, interpret and disseminate current developments in education through reading of professional journals, participation in professional development, and involvement in professional organizations;

44. Maintain a safe working condition and safely operate all electronic and other equipment needed to carry out job functions and responsibilities;

45. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests;

46. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, School Regulations and Procedures, and contractual obligations; and
47. Perform any duties that are within the scope of employment and certifications as assigned by the State District Superintendent and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent shall evaluate the Assistant Superintendent for Pupil Personnel Services in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.