

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Ridgefield Park, New Jersey

TO: ALL EMPLOYEES

FROM: Dr. Barry Haines
Acting Superintendent of Schools

DATE: January 19, 2023

RE: **Vacancy Notice**

This is to notify you that the following anticipated position is available for application for the 2022-2023 school year.

Supervisor of Special Education
(Effective Immediately)

QUALIFICATIONS:

1. Valid NJ Supervisor Certificate and NJ Instructional Certificate
2. Master's Degree with an academic background in education
3. Minimum of 5 years of teaching experience in a special education classroom
4. Knowledge of state and federal laws, regulations and policies
5. Knowledge of current research and theory related to instructional programming
6. Superior organizational and technological skills related to supervision and instruction
7. Superior skills related to guiding staff, keeping accurate records

RESPONSIBILITIES:

- Evaluate and observe Special Education teachers (Stronge Evaluation System) and Paraprofessionals
- Participate in personnel recruitment for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring the objectives of special education programs are achieved within budget.
- Initiate the hiring process for new special services employees to ensure candidates' certifications match district need
- Oversee lesson planning to ensure IEP compliance and NJSLS compliance when applicable
- Development and execution of schedules for paraprofessionals
- Yearly schedule development for special education teachers to ensure certification compliance grades 7-12
- Coordinate state mandated Annual Review IEP meeting schedules including teacher attendance and teacher coverage in collaboration with building Principals and Special Services
- Collaborate with Supervisors and building Principals for best practices in Special Education
- Serve as Special Education Parent Advisory Committee Liaison
- Additional supervisory responsibilities as determined by the Director of Special Services

Interested candidates are encouraged to submit an application via
Applitrack @ <https://www.applitrack.com/rpps/onlineapp/>

Applications close Friday, January 27, 2023.

BH:kk

c: RPEA President
Building Principals
T. Egan
C Grapstein

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST