



WEST MILFORD TOWNSHIP PUBLIC SCHOOLS  
BOARD OF EDUCATION OFFICE  
46 HIGHLANDER DRIVE  
WEST MILFORD, NEW JERSEY 07480

ANTICIPATED  
VACANCY ANNOUNCEMENT

**POSITION:** SUPERVISOR OF SPECIAL SERVICES, PreK-12  
2017-2018 School Year  
Position Available: July 1, 2017

**RESPONSIBILITIES:**

- \*Assist with coordination and supervision of activities of district's CST members, speech-language specialists and other special services personnel to ensure compliance in the areas of referral evaluation, IEP development/implementation and effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.
- \*Supervise and evaluate the job performance of CST members, related services personnel and special education teachers and aides.
- \*Work cooperatively with building principals and district administrators to resolve issues and ensure the effective and efficient provision of special education programs and services.
- \*Coordinate staff development opportunities for staff.
- \*Assist in the preparation of federal, state, county and district reports and grants as necessary.
- \*Assist in the coordination of activities between special services personnel and the school-based I&RS services teams to ensure effective general education interventions.
- \*Participate in special education meetings, and other meetings as deemed necessary.
- \*Perform other such duties in fulfillment of the general responsibility as may be desirable and necessary.

**QUALIFICATIONS:**

- \*Master's degree from an institution of higher learning approved by the State of New Jersey in the field of Special Education and/or allied fields of Special Services.
- \*Principal and/or Supervisor Certificate required.
- \*At least five (5) years of educational experience, with strong Special Education background.
- \*Child Study Team experience preferred.
- \*Strong knowledge of inclusive special education practices and instructional strategies for special education students.
- \*Visionary leadership capabilities in providing oversight of coordinated special education programs that best meet the needs of the students and provide consistent programs aligned with State and Federal Guidelines.
- \*Strong working knowledge of the Common Core Standards.
- \*Demonstrated ability for organization and administration of programs and personnel.

**SALARY:**

Per Board of Education/WMPA Agreement

**PROCEDURE:**

Electronic applications accepted via <http://www.applitrack.com/wmtps/onlineapp>

Closing Date: Until Filled

An Equal Opportunity/Affirmative Action Employer