

**SOUTH BERGEN JOINTURE COMMISSION  
JOB DESCRIPTION**

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**TITLE:** **DIRECTOR OF SPECIAL PROJECTS, OUTREACH AND RELATED SERVICES PROGRAMS**

**QUALIFICATIONS:**

1. Hold a regular New Jersey instructional certificate or its equivalent.
2. Demonstrate five (5) years of successful teaching experience.
3. Hold a Masters' Degree from an accredited or approved institution.
4. Hold an Administrative certificate, title based on certification.
5. Such alternatives to the above as the Jointure Commission may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All faculty, staff, nurses, paraprofessional, outreach, teachers, related services staff, and students assigned by the Superintendent of Schools.

**JOB GOAL:** To inspire, lead, guide and direct all personnel and students under his/her control in keeping with the philosophy of the South Bergen Jointure Commission. The Supervisor shall participate in the continuous development of an educational climate to best serve the needs of the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides staff leadership in order to ensure understanding and promotion of the special education objectives as developed by the SBJC.
2. Coordinates Outreach and Related Services assignments with sending districts' administration.
3. Assists in the recruiting, screening, hiring, training, assigning and evaluation of the school's professional and other assigned staff.
4. Evaluates, observes, and reviews the performance of teachers and staff as assigned by the Superintendent.
5. Develops and implements a review and evaluation of the special education program using recognized and validated testing resources.
6. Assists in planning and administering programs of in-service educational activities for school personnel.
7. Assists in coordination and organization in order to effect horizontal and vertical continuity and articulation of the instructional program within the special education and mainstreamed programs.
8. Works with fellow Administrators or Superintendent in order to promote the improvement of individual staff competencies.
9. Assists in the development and coordination of the school and program budget.
10. Supervises the administration of the pre- and post-testing process for all students in the South Bergen Jointure programs.

**JOB DESCRIPTION:**  
**DIRECTOR OF SPECIAL PROJECTS, OUTREACH  
AND RELATED SERVICES PROGRAMS** (continued)

11. Provides a follow-up to all students who are mainstreamed to ensure continuity.
12. Provides in-service training for classroom teachers so they can recognize, diagnose and remediate problems more effectively.
13. Assists staff in maintaining and improving professional competence in the various reading and math techniques, systems, and programs.
14. Guides the learning process toward the achievement of IEP goals and objectives.
15. Monitors that instructional methods and materials that are appropriate for meeting the student's IEP objectives and prescriptions are being employed.
16. Counsels with colleagues, students and/or parents on a regular basis.
17. Coordinates teacher aides and supervises performance.
18. Intervenes in student control situations requiring immediate attention.
19. Maintains student supervisory assistance whenever the Principal is out of the building.
20. Prepares and completes all grants and reports as assigned by the Superintendent.
21. Assists the administrators and Superintendent in the general supervision of the building's maintenance.
22. Shall assume such other duties as are assigned by the Superintendent.
23. Supervises and coordinates home instructions for homebound or hospitalized students.
24. Serves as district liaison for the homeless to the County Office of Education.
25. Develops in-service training programs for appropriate district staff.
26. Assists in the recruitment, selection, and recommendation for hiring all special education staff.
27. Coordinates with building principals in the formal evaluation of nurses, health aids, instructional assistants, and physical therapists.
28. Works with the business office to act in conjunction with them while serving as the Medicaid Official.

**TERMS OF  
EMPLOYMENT:**

Twelve (12) month position  
Vacation: twenty (20) days  
Holidays: as scheduled on the 12 month calendar  
Salary to be established by the Board  
Other terms as specified in the professional's contract

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non-Certificated Personnel.

**ADOPTED BY THE BOARD OF EDUCATION: 4.26.17**

**REVISED:**



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**Michael Kuchar, Ph.D.**  
Superintendent