

**NEW MILFORD BOARD OF EDUCATION
145 MADISON AVENUE
NEW MILFORD, NEW JERSEY 07646
(201) 261-2952**

**INTERNAL POSTING
May 3, 2021**

NEW MILFORD PUBLIC SCHOOLS

Supervisor of Special Services

The New Milford Special Services department is seeking an exceptional supervisor candidate with the ability to build and maintain a highly collegial working environment with members of the Child Study Team, Instructional Staff, Instructional Assistants, Administration, and families

The successful candidate will demonstrate expert knowledge of the New Jersey Administrative Code and IDEA and experience supervising and evaluating a staff of Child Study Team members, certified staff, and instructional assistants. Familiarity with special education databases, preferably IEPDirect required. Experience filing required state and federal reports and managing legal issues including mediation and due process required.

The following experiences are an integral part of the position:

- Demonstrates effective administrative, communication, organizational, problem-solving and decision-making skills
- Demonstrates positive, professional relationships with school personnel, students, parents and community
- Responds to common inquiries from parents, teachers, child study team members and regulatory agencies.
- Monitors assigned programs and projects for the purpose of complying with district and state curriculum and instructional objectives.
- Supervises personnel for the purpose of assuring the development and implementation of services based on student needs.
- Facilitates meetings, processes, etc. for the purpose of developing, implementing and maintaining appropriate special education services.
- Communicates in various formats to faculty members, parent groups, community members, and board of education
- Maintains current knowledge of legal requirements governing special education and related services.
- Reviews, interprets and presents relevant educational data and identifies trends to make recommendations for growth

All interested candidates should send a letter of interest and resume by May 21, 2021 to:

**Whitney Bennett-Perro, Director of Special Services
New Milford Board of Education
145 Madison Avenue
New Milford, NJ 07646
AA/EOE**