

The Director of Special Services shall operate as a line officer, under the direction of the Assistant Superintendent. The Director of Special Services' duties shall be:

1. To supervise and coordinate the services of the psychologist, social worker-attendance officer, and learning disabilities specialists
2. To organize, administer, and coordinate all phases of services by the Child Study Team
3. To serve as chairman of the Child Study Team
4. To formulate ideas to give a basis and direction to the Child Study Team
5. To serve as liaison between principals, teachers, outside agencies, and members of the Child Study Team
6. To act as a line person, responsible to the Assistant Superintendent, in relation to all programs concerned with the education of handicapped students
7. To be responsible for the transition to the Nutley educational program of all handicapped students who have been in an out-of-district program.
8. To participate in the intake procedures for all out-of-district students seeking placement in Nutley's special education program
9. To maintain an awareness of developments in the field through reading, attendance at meetings, and close contact with the State Education Department so that pertinent knowledge be disseminated to teachers and members of the Child Study Team
10. To serve as an advisor on matters concerning curriculum development.
11. To prepare recommendations for budget purposes.
12. To supervise the completion of all forms required at the local, county, and state level
13. To supervise the record keeping of students classified by the Child Study Team
14. To supervise special state and/or federal programs as directed by the Assistant Superintendent
15. To be responsible for any other duties assigned by the Assistant Superintendent

Dated: January 24, 1977

1/24/77