

SCHEDULE G

Title: Temporary Supervisor of Child Study

Qualifications: A Master's Degree from an accredited college or university and a standard New Jersey certificate as supervisor and learning disabilities teacher-consultant or school psychologist, or school social worker.

Reports to: Superintendent of Schools/Assistant Superintendent of Schools

Duties and Responsibilities:

1. Uphold and enforce school, administrative, board and state rules, regulations, and policies.
2. Coordinate and evaluate child study team activities and performance.
3. Coordinate and evaluate special services secretarial staff activities and performance.
4. Consult with building principals about special education programs.
5. Conduct classification and IEP conferences.
6. Attend to required records, reports, and other procedural matters in an appropriate and punctual manner.
7. Participate in curriculum and other developmental programs as assigned.
8. Aid in the selection and evaluation of special education materials.
9. Assist teachers in ordering educational materials.
10. Act in the capacity of liaison between school and community agencies when necessary.
11. Attend meetings and conferences regarding special education as necessary.
12. Represent the district at hearings which may be scheduled by official agencies authorized to conduct placement and review hearings.
13. Participate in in-service training programs.
14. Maintain familiarity with current trends and practices in the field of special education.
15. Assume responsibility for any other duties or responsibilities assigned by the Superintendent of Schools or the Assistant Superintendent of Schools.

10/29/79

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