



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Director of Special Projects (Intervention Services & Student Wellness, K-12)

Qualifications:

1. Valid NJ Principal Certificate
2. Additional New Jersey Certificate in one or more instructional or educational services areas
3. Demonstrated knowledge of effective leadership and advocacy in the areas of student health and well-being
4. Administrative experience required
5. Teaching, counseling, or nursing experience required
6. Ability to create and maintain a positive learning and employment environment
7. Strong interpersonal and communication skills
8. Strong computer/software skills, specifically spreadsheets

Reports to:

Assistant Superintendent

Job Goal:

The overarching goal of this position is to provide a systemic support structure for students identified as needing additional academic and/or social emotional support. A major focus of this position is district leadership in the K-12 response to intervention. This position is also charged with advancing the district's commitment to the social and emotional health and well-being of its entire student population. This commitment shall entail the supervision and evaluation of programs touching upon student well-being, including in the areas of character education, health and physical education, health services, and counseling.

Performance Responsibilities:

1. Responsible for the supervision of
 - a. School Nurses K-12
 - b. Guidance Counselors 6-8
 - c. School and Family Liaisons K-8
 - d. Health Teachers K-12
2. Observe and evaluate counseling and/or teaching staff in areas identified by the superintendent or designee
3. Review and monitor the Intervention and Referral Services (I&RS) Process to ensure academic, social and emotional success
4. Collect, monitor, and utilize data to make informed decisions (academic and social-emotional) for students needing additional supports

5. Serves as the District HIB Coordinator
6. Serves as District 504 Compliance Officer for students
7. Serves as District Homeless Liaison
8. Oversees home instruction services for students across the District
9. Provide leadership in the develop of curriculum in health, physical education, and social-emotional learning
10. Assist in the development of policies and procedures to support all matters of student health and well-being
11. Works with district school physician to coordinate and oversee district health procedures, state mandates and protocol
12. Serve as the primary coordinator of Social and Emotional Learning and Character Education Programs with regard to professional development, curriculum development, budgetary needs, and outside agencies as needed
13. Complete grant applications related to Social and Emotional Learning
14. Coordinate counseling and support for students and staff
15. Ensure the effectiveness of district-wide programs in an effort to establish consistency and relevance across all grade levels
16. Serve as the point-person for all students re-entering the school setting from residential or out-patient programs
17. Provides resources and information to parents and school community with regard to students and staff well-being
18. Perform other related duties as assigned by the Superintendent or the Assistant Superintendent.

Terms of Employment:

Non-aligned, Certificated Staff 12-month position as specified in contract with the Board of Education

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Approved: March 22, 2022