

The
Educational Services Commission
of New Jersey's



SPECIAL EDUCATION
ADMINISTRATOR
search
SERVICE



Identifying leaders committed to
students reaching their full potential

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DEAR SCHOOL SUPERINTENDENTS:

While we are all proud when students successfully meet the requirements for graduation, it is particularly rewarding when special education students receive their diploma, knowing they are equipped with the functional skills to lead independent lives to the greatest extent possible.

A key component in that positive outcome is the administrative leadership within the special education department. Certainly all administrators have significant responsibilities, however, the role of a special education administrator includes some unique challenges. Effective special education administrators not only develop comprehensive and engaging curriculum offerings that comply with state and federal regulations, and possess strong supervisory and communication skills, but they must also be proficient in:

- Understanding the intricacies of federal and state laws, state code and the underlying principles of IDEA;
- Facilitating the delivery of a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE);
- Establishing guidelines to provide student placement along the LRE continuum ranging from a general education classroom to an out-of-district placement;
- Communicating across the spectrum of school personnel, parents, social service agencies and medical facilities;
- Seizing opportunities to secure state and federal grants.

Fortunately, there are many highly competent special education administrators. However, when there are vacancies, an inadequate selection can have a profound impact on students, their families, the district's reputation, and expose the board of education to costly litigation and/or reduced state and federal funding.

As one of our many shared services, the Educational Services Commission of New Jersey (ESCNJ), (formerly the Middlesex Regional Educational Services Commission), offers a Special Education Administrative Search Service to support districts in their effort to identify, recruit and hire superior talent.

Our nearly 40 years of experience coordinating special education services with public, nonpublic, charter and vocational schools statewide has resulted in us having relationships with outstanding administrators who can develop personalized special education administrator search plans to help identify effective candidates for your district.

I encourage you to review this brochure and contact me directly to learn more about our Special Education Administrative Search Service on behalf of the students and taxpayers of New Jersey.

Sincerely,

Mark J. Finkelstein

Superintendent of Schools
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A STRATEGIC PLAN FOR A SUCCESSFUL SEARCH

The ESCNJ Special Education Administrator Search Service begins with an in-depth conversation with the school district's superintendent and recommended Central Office personnel. The discussion is focused on the district's special education philosophy, short and long term goals, budgetary concerns, and challenges. The comprehensive meeting includes a detailed review of the various components of ESCNJ's search service.

The next phase includes soliciting input from recommended constituencies including school staff, Special Education Parent Advisory Counsel members, community leaders, and collective bargaining units.

The school district's input, coupled with an analysis of the information gleaned from constituents, results in a personalized "Special Education Administrator Search Plan," providing a blueprint for identifying, recruiting, recommending, and securing quality candidates for consideration.

ABOUT THE ESCNJ

The ESCNJ began as The Middlesex County Educational Services Commission in 1977, providing support services to a handful of Middlesex County school districts. By 2005, we had established shared services relationships with 75 school districts in 11 counties, prompting the board at that time to request and receive unanimous State Board of Education approval to change its name to the Middlesex Regional Educational Services Commission. Further expansion led to a presence in all 21 counties, and the MRESC's Board of Directors requested a name change to The Educational Services Commission of New Jersey (ESCNJ) in 2016, which was unanimously approved by the State Board of Education.

As the state's largest service provider, the ESCNJ offers cost effective educational and business services to over 700 school districts and government agencies. The ESCNJ operates six of its own schools for student's ages 3-21 with autism, multiple disabilities, and at-risk behaviors, including two with on-site clinical support services. The ESCNJ also coordinates statewide transportation for approximately 14,000 students, and manages a Cooperative Pricing System with over 1,000 members, the state's largest cooperative buying program.



PERSONALIZED SPECIAL EDUCATION ADMINISTRATOR SEARCH SERVICES INCLUDE:

- Coordination of job postings and an online application form
- Prescreening potential candidates, including discrete background checks
- Weekly progress reports
- Collaboration with Search Committee members regarding interview questions and protocols
- A complete list of all applicants
- A synopsis and assessment of each candidate recommended for interviewing
- Management of all logistics involved in scheduling in person and off site interviews
- An intensive second-level background check of finalists
- Assistance with contract negotiations as needed



SPECIAL EDUCATION ADMINISTRATOR SEARCH FEE

One size does not fit all when comes to filling a district's special education administrator needs, so ESCNJ's search fees are negotiable and based on your district's personalized service requests and fiscal realities.