

May 2023

Dear School Administrator:

Twenty-one years ago, the New Jersey Association of Pupil Services Administrators (NJAPSA), with the support of the New Jersey Department of Education, Office of Special Education Programs, developed a unique program to recruit, develop and support a new cohort of special education leaders. The twelfth cohort of new (in the current position for less than one year) administrators is currently participating in this initiative. This cohort experience is designed to provide special services administrators with the skills and knowledge that are critical to success in these challenging and complex positions. We are now accepting applications for the 2023-24 New Administrators' Cohort.

Applications are welcome from educators who have either obtained or are in the process of obtaining appropriate certification(s) and who either wish to expand upon the skills and experiences gained from their initial months in the position or anticipate job placement sometime in the coming year. Applicants must currently serve or anticipate serving in a position with school-wide or district-wide responsibility for special programs and services.

We are aware that the administration of special education programs and services is increasingly complex and challenging. It is often difficult for school districts to recruit, hire and retain highly capable special services administrators. Through this unique initiative, NJAPSA will help your school district to increase the positive outcomes of your special services department.

Beginning with a September 2023 kickoff, participants will attend five (5) full-day sessions scheduled throughout the school year. Additionally, each participant will be matched with a mentor who will provide guidance and support throughout the year. Mentoring and training sessions will be led by a group of directors with extensive administrative experience and demonstrated skills in dealing with special education issues.

Topics for each of the training sessions are planned to coincide with the needs of new directors:

Fall:	Getting Started as a New Administrator
Early Winter:	Grant Writing, Budget Development and Ex Aid
Late Winter:	Staff Recruitment, Development and Evaluation
Early Spring:	Legal Issues
Late Spring:	Parent and Community Relations

Please consider recruiting and recommending candidates that you believe have the potential to become leaders in special education in New Jersey.

An application and recommendation form is enclosed for you to provide to potential candidates and is also available on-line at www.njapsa.org. The application is due by September 30, 2023 and you are encouraged to immediately examine your district's need to participate in this initiative. We accept only eight to ten applicants each year and unfortunately, in the past, districts have been "closed out".

If you have any additional questions or concerns please do not hesitate to contact me at (908) 832-9400 or at marcigrabelle@njapsa.org. We look forward to your recommendation of candidates for the 2023-24 school year, our 21st cohort of pupil/special Services administrators.

Sincerely,

Dr. Danielle Hamblin

NJAPSA President

president@njapsa.org

Dr. Suzan Radwan

NJAPSA Treasurer/President Elect

treasurer@njapsa.org

Mrs. Tania Symmons

NJAPSA Secretary/Treasurer Elect

secretary@njapsa.org

Ms. Marci L. Grabelle

NJAPSA Executive Director

executivedirector@njapsa.org

Mrs. Candie Hengemuhle

NJAPSA Communications Coordinator

communications@njapsa.org