



JOB TITLE: SPECIAL EDUCATION TEACHER

REPORTS TO: Principal

SUPERVISES: Students

NATURE AND SCOPE OF THE JOB:

Assumes professional responsibility for providing specialized learning experiences and supervision of students with disabilities in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the New Jersey Student Learning Standards, as outlined in the Individualized Education Plan (IEP) for the student, using approved curricula and directives of the school.

QUALIFICATIONS:

The Special Education Teacher shall:

1. Hold or be eligible for a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Demonstrate a comprehensive knowledge of the content field and describe ways in which the content can be organized into lessons for secondary students.
3. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
4. Demonstrate the ability to use current district technological platforms, Google Education Suite, data management platforms, visual and audio presentations, and telecommunications.
5. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide information that includes current/former employers within the last twenty (20) years in which the employment involved direct contact with children ; a written authorization that consents to current and former employers disclosing certain information; and a written statement as to whether the applicant has any employment history regarding child abuse and/or sexual misconduct in accordance with N.J.S.A.18A:6-7.6.

10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application, resume and references.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Applicable transcripts.

EMPLOYMENT TERMS:

The Special Education Teacher shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Special Education Teacher shall perform all job functions and assume all responsibilities outlined in the Teacher Job Description. The Special Education Teacher is an integral part of the total school program, and has specific additional professional responsibilities related to the certification held and professional position assigned (N.J.A.C. 6A Chapter 14), and shall:

1. Implement the educational program and comprehensive related services as outlined in the student's Individual Education Plan (IEP).
2. Provide an instructional program closely related to coordination with the regular program so that all students meet and exceed the New Jersey Student Learning Standards as outlined in the student's IEP, modifying methods and materials as needed.
3. Maintain records indicating progress of the student in achieving the objectives of the IEP and assist with the evaluation and assessment of students.
4. Participate in the development and annual review of IEP's. Monitor the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of the child.

5. Communicate regularly with regular education teachers when a child is mainstream and assist with providing appropriate instruction and with modifying when needed instructional practices to accommodate the needs and learning styles of the child.
6. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
7. Assist the student who is physically challenged with movement among activities or with other physical needs, when necessary.
8. Establish the schedule, role, responsibilities, and expectations for the paraprofessional assigned to assist the teacher.
9. Assist the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. Perform any duties that are within the scope of employment and certifications, as assigned by the assigned supervisor, and not otherwise prohibited by law or regulation.
12. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing the functions of this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
4. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heating/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and assigned Supervisor of Special Education shall evaluate the Special Education Teacher in accordance with Policy No. 3221 or 3222, Regulation No. 3221 or 3222, this job description and such other criteria as shall be established by the Board of Education.

Approved: May 16, 2024