

JOB TITLE: Special Education Teacher

REPORTS TO: The Principal and Director of Special Services

SUPERVISES: Students

NATURE AND SCOPE OF 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. Achieving academic excellence requires that the Special Education Teacher work collaboratively with the building administrator, other members of the school staff, particularly the Child Study Team, and with the parents of each student. The Special Education Teacher assumes additional responsibilities related to their specialized certification and training and the exceptional needs of the students to be served.

QUALIFICATIONS:

The Special Education Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:26-2 *et. seq.* and 27-2, and N.J.A.C. Title 6 Chapter 11, with appropriate special education endorsement(s) (N.J.A.C. 6:11-8.3) and other endorsements for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 *et. seq.*).
2. Have excellent experience in or potential for teaching and working with children with exceptional needs.
3. Demonstrate a comprehensive knowledge of the specialized certification area, including an understanding of the current rules and regulations regarding special education assessment and program requirements.
4. Have integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, children with disabilities, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children with exceptional needs.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
9. 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.
10. 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 the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. 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. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Special Education Teacher shall perform all job functions and assume all responsibilities outlined in the Teacher Job Description. In addition, the Special Education Teacher has specific professional

responsibilities related to the certification held and professional position assigned (N.J.A.C. 6:28 *et. seq.*), 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 and coordinated with the regular program that addresses the New Jersey Student Learning Standards, modifying methods and materials consistent with the student's IEP.
3. Participate in the development and annual review of IEPs, 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.
4. Communicate regularly with and assist the special education teachers when a child is mainstreamed with providing appropriate instruction, modifying when needed instructional practices to accommodate the needs and learning styles of the child.
5. Communicate regularly with parents to nurture a supportive and cooperative relationship between home and school.
6. Establish the schedule, role, responsibilities and expectations for the teacher aide assigned to assist the teacher.
7. 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.
8. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
9. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
10. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal, and/or Director of Special Services not otherwise prohibited by law or regulation.
11. Adhere to federal rules and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

EVALUATION CRITERIA:

The holder of the position of Special Education Teacher shall be evaluated by the Principal, Assistant Principal, and/or Director of Special Services in accordance with Policy No. 3221, Regulation No. 3221, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised: 14 April 2004

Revised: July 25, 2023