

Hillsborough Township School District

JOB DESCRIPTION

Title: High School Special Education Teacher

Qualifications: Holds or is eligible for a New Jersey Instructional Certificate. Specifically, Teacher of the Handicapped or Teacher of Students w/Disabilities certificate, and is a highly qualified teacher (HQT) in the subject area taught.

Primary Function: Instructs assigned pupils in accordance with curriculum adopted by the Board of Education.

Report Level: Principal, Director of Special Services, Supervisor of Special Services

Major Duties and Responsibilities:

1. Demonstrates competence in special education and the academic subject field(s) assigned.
2. Provides-instruction to classified pupils in accordance with each pupil's individualized education program.
3. Employs instructional methods and materials that are most appropriate for meeting stated teaching objectives, and student individual education plan (IEP) objectives.
4. Provides activities and experiences to meet the needs, interests and abilities of students.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
6. Assesses the academic and behavioral status of students on a regular basis and provides progress reports as required per scheduled district report card dates and timetables established in student individual education plans.
7. Participates in identifying and meeting pupil needs in cooperation with other professional staff members.
8. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil and provides support instruction in the regular classroom or resource center as assigned.
9. Establishes and maintains, with the support of administrators, standards of pupil behavior appropriate to the activity.
10. Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
11. Attends staff, Child Study Team, and IEP meetings.
12. Serves on staff committees as required by contract.
13. Prepares for classes assigned and develops general lesson plans related to established curriculum goals.
14. Adapts lesson plans to address students' learning needs and abilities.
15. Takes reasonable precautions to protect students, equipment, materials and facilities.

16. Maintains accurate and complete records as required by law, district policy and administrative regulations.
17. Makes a reasonable effort to cooperate professionally with other members of the staff.
18. Provides home instruction to confined special education pupils as assigned.
19. Assists in the selection of books, equipment and other instructional materials.
20. Performs other duties within the scope of his/her employment and certification as may be assigned.

Terms of Employment: In accordance with negotiated agreement.

Evaluation: In accordance with Board of Education policy.

DRAFT FOR APPROVAL ON: 02/28/2011