

## **JOB DESCRIPTION**

**JOB TITLE:**                    **TEACHER – SPECIAL EDUCATION**

**MPS POSITIONS/(PC#):**

**GENERAL DESCRIPTION:**

To provide an approved special education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**QUALIFICATIONS:** **NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- Valid NJ Instructional Certificate and appropriate Special Education Endorsement or eligibility.
- Minimum experience as determined by the Board of Education.
- Demonstrated knowledge of effective teaching methods and ability to maintain a positive learning environment.
- Strong interpersonal and communication skills.

**REPORTS TO:**                    Building Principal, K-12 Supervisor of Special Education, Special Services Director

**PERFORMANCE RESPONSIBILITIES:** **NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Provides instruction to classified pupils in accordance with each pupil's individualized education program.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. 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.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
7. Consults with member of the child study team regarding each pupil's educational program, academic program, and personal growth. Meets at least once annually with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned pupil.
8. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
9. Participates in the development of the district's plan for special education.
10. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
11. Participates in school-level planning, faculty meetings/committees, and other school system groups.
12. Makes effective use of community resources to enhance the instructional program.
13. Performs other duties within the scope of hi/her employment and certification as may be assigned.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Education Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association.

**APPROVED BY:****DATE:**

*SL*  
*2/23/10*

*JK*  
*2/24/10*

*AB*  
*2/23/10*