

JOB DESCRIPTION

TITLE: Special Education Teacher

QUALIFICATIONS:

1. New Jersey Instructional Certificate and Subject Area endorsement or eligibility.
2. Demonstrated knowledge of effective teaching methods and successful experience working with special needs children.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal, Special Education Department Supervisor

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: 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.

PERFORMANCE RESPONSIBILITIES:

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. Provides home instruction to confined special education pupils as assigned.

7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Consults with members 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.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Participates in the development of the district's plan for special education.
11. Maintains professional competence and continuous improvement through in-service education provided by the district and other professional growth activities.
12. Participates in school-level planning, faculty meetings/committees and other school system groups.
13. Makes effective use of community resources to enhance the instructional program.
14. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Adopted: 12/21/99

Revised: 2/10/09