

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

- JOB TITLE:** Special Education Teacher
- REPORTS TO:** Principal/Designated Administrator and/or Supervisor
- SUPERVISES:** Pupils, and when assigned, student teachers
Oversees and directs paraprofessional 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 foster workplace readiness skills. To enable pupils to become competent, responsible, and contributing members of society, and to maintain positive relationships with parents and other staff members.

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility
2. Meets the Highly Qualified Teacher Standard
3. Demonstrated knowledge of subject specialty and effective teaching methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

MAJOR RESPONSIBILITIES AND KEY DUTIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development within the classroom using board-adopted curriculum and other appropriate learning activities.
2. Provides instruction to classified pupils in accordance with each pupil's Individual Education Plan.
3. Develops lesson plans, utilizes instructional materials and provides differentiated instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific measurable objectives, wherever possible, in lesson preparation and lesson plans. Presents lessons which effectively achieve these objectives.
5. Works collaboratively 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.

6. 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 IEP and placement of each assigned pupil.
7. Monitors pupil progress quarterly in accordance with IEP objectives.
8. Takes adequate measures to ensure the health, safety, and welfare of pupils.
9. Maintains records of pupil's educational progress in class record books and/or board approved format and summarizes these records for reporting purposes.
10. Maintains records of pupil's attendance in class record books and/or board approved format and summarizes these records for reporting purposes.
11. Communicates with parents through conferences and other means to discuss pupil progress and inform them about the school program.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and addressing learning problems.
13. Reviews and implements pupils' Individual Education Plans (IEP) and Section 504 Plans as applicable.
14. Establishes and maintains standards of pupil behavior needed to achieve a classroom and school climate conducive to learning.
15. Plans and utilizes class time efficiently and effectively.
16. Provides varied types of assessment that require analytical and critical thinking and measure pupil performance.
17. Plans and implements class activities and lesson presentations that are age and developmentally appropriate for the class and meet the individual needs, interests, and ability levels of all pupils.
18. Encourages each student to seek knowledge, ask questions and grow in self-knowledge and self-discipline.
19. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
20. Participates in school/district planning, faculty meetings and committees.
21. Encourages, through personal example, positive student participation in school/community programs and activities in order to enable students to become well-rounded individuals.
22. Maintains punctual and regular attendance as prescribed by the Board of Education.
23. Upholds and enforces school rules, administrative regulations, and board policy.

24. Performs other duties which are within the scope of employment and certification as may be assigned by administrator(s)/supervisor(s) under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

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

PROPOSED: August 9, 2016

ADOPTED: August 16, 2016

REVISED:

Legal References:

<u>N.J.S.A. 10:5-1</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6:3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:4-1.5</u>	School and classroom practices
<u>N.J.A.C. 6:8-1.1 et seq.</u>	Thorough and efficient system of free public schools

<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship requirement
<u>N.J.A.C. 6:11-5</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6</u>	Endorsements on the instructional certificate
<u>N.J.A.C. 6:11-13.2</u>	Amount duration and content of required continuing professional development
<u>N.J.A.C. 6:20-1</u>	Attendance and pupil accounting
<u>N.J.A.C. 6:26</u>	Intervention and referral services for general education pupils
<u>N.J.A.C. 6:29-7.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6A-14</u>	Special Education

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq. , Individuals With Disabilities Education Act (IDEA). Reauthorized 1997,

29 U.S.C.A. 794 et seq. — Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. — General Administrative Regulation EDGAR

34 CFR 77.1 et seq. — General Administrative Regulation EDGAR

34 CFR 300 — Assistance to States for the Education of Children with Disabilities

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts (June 1993), as subsequently revised.

