



JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

TEACHERS

SPECIAL EDUCATION TEACHER

JOB TITLE: SPECIAL EDUCATION TEACHER

REPORTS TO: PRINCIPAL

Supervises: N/A

NATURE AND SCOPE OF JOB:

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university.
2. Appropriate New Jersey Teacher of Elementary certification or eligibility.

PERFORMANCE RESPONSIBILITIES:

The Special Education Teacher shall:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
4. Encourages students to set and maintain standards of classroom behavior.
5. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved/
6. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Evaluated students progress on a regular basis.
9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

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10. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
11. Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Attends and participated in faculty meetings.
13. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
14. Assists in the selection of books, equipment, and other instructional materials.
15. Accepts a share of responsibility for co-curriculum activities as assigned.
16. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
17. Establishes and maintains cooperative relations with others.
18. Provides for his own professional growth through an ongoing program of reading, workshops.

EMPLOYMENT TERMS:

The Special Education Teacher shall be employed under the following terms:

1. Work year of tenth months.
2. Salary, benefits, and leave of time as specified in the TEA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

STATUS: **Hourly** _____ **Salaried** **X** _____
 Exempt _____ **Non-Exempt** _____

EVALUATION

The Special Education Teacher shall be evaluated in accordance with Board of Education Policy.