



## Verona Public Schools

Verona, New Jersey

### Job Description

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**TITLE:** SPECIAL EDUCATION TEACHER\*

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area endorsement or eligibility where required
2. Demonstrated knowledge of subject specialty and effective teaching methods
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

\*As defined in N.J.A.C. 6A:9-9 Instructional certificates

**REPORTS TO:** Principal/ Supervisor/Assistant Superintendent for Pupil Personnel Services

**SUPERVISES:** Students and, when assigned, Paraprofessional Educators and student teachers

**JOB GOAL:** To provide an approved special education program and establish a class environment that fosters learning and personal growth; helps students develop skills, attitudes, and knowledge needed to provide a foundation for continued education; and maintains good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

**Develops lesson plans and classroom learning activities**

1. Develop rigorous learning objectives/targets in lesson plans aligned with the NJ Student Learning Standards (NJSLS), the board-approved curriculum, and district and building goals.
2. Aligns resources and instructional materials to the NJ Student Learning standards and Board-approved curriculum.
3. Uses data to identify and plan for specific accommodations and adaptations for individuals or groups of students with disabilities according to the Individualized Education Plan (IEP), a 504 plan, an I & RS plan, a NJ Tiered System of Supports (NJTSS) plan, or other students who require instructional adaptations to be successful.
4. Implements individual plans (IEP, 504, I&RS, other) as written.
5. Plans to align instructional tasks with standards-based learning targets at the appropriate taxonomic, age, and developmentally appropriate level for the class, and adapt lessons to meet the needs, interests, and ability levels of all students along a continuum of increasing complexity.

**Instruction and student contact**

1. Implements planned lessons according to best practice pedagogical practices.
2. Monitors student academic progress and personal growth toward the NJSLS, AP syllabus, and board-approved district curriculum.



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3. Maintains records of students' educational progress and summarizes progress for reporting purposes.
4. Identifies student needs and provides instruction appropriate to those needs.
5. Uses formative and summative assessments appropriately to inform instruction.
6. Establishes the conditions that support learning for all students.
7. Budget class time effectively.
8. Supervises students in out-of-classroom activities as assigned.

#### **Contact with parents and community**

1. Communicate with parents through conferences and other means to inform them about the school program and discuss their child's progress.
2. Maintains a webpage that informs students and parents about the instructional program.
3. Utilizes community resources effectively to enhance the instructional program.

#### **Planning and Coordination**

1. Participates in IEP meetings and assists in developing goals and objectives as needed.
2. Participates in school-level planning, faculty meetings/committees, and other school system groups.

#### **Professional Responsibilities and Activities**

1. Adheres to school and district rules and procedures.
2. Continually deepens knowledge in content (subject area) and classroom instructional strategies (pedagogy).
3. Promotes teacher leadership and a culture of collaboration by cooperating with other professional staff members to assess and resolve learning problems.
4. Participates in school-level planning, faculty meetings/committees, and other school system groups.
5. Tracks, manages, and organizes classroom inventory of supplies and instructional resources, such as textbooks and other traditional materials, and, when appropriate, devices like laptops, Chromebooks, tablets, and other technology resources/assistive devices under the teacher's control.

#### **Other**

1. Upholds and enforces school rules, administrative regulations, and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF EMPLOYMENT:** 10-month work year.

**ANNUAL EVALUATION:** Performance will be evaluated following AchieveNJ guidelines.

**DATE REVISED:** August 2023