

**SECTION      TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA            EDUCATION SERVICES PERSONNEL**

**TITLE:**        **Hourly Supplemental Instructor**  
                 **Hourly Resource Center Instructor**  
                 **Hourly ESL Instructor**  
                 **Hourly Speech-Language Specialist**

**QUALIFICATIONS:**

1.        Appropriate New Jersey Teacher certificate:
  - a.        Supplemental: Appropriate NJ Teacher certificate
  - b.        Resource Center: NJ Teacher of the Handicapped
  - c.        ESL: NJ Teacher of English as a Second Language
  - d.        Speech-Language Specialist: NJ Speech-Language Specialist
2.        Such additional qualifications as the Board of Education may deem appropriate.

**REPORTING RESPONSIBILITY:**

The Hourly Instructor is directly responsible to the building principal(s) and the Supervisor of Pupil Services.

**JOB GOAL:**

The Hourly Instructor provides instruction on an individual or small group basis to students with educational disabilities or limited English proficiency, as applicable to the position.

**TERMS OF EMPLOYMENT:**

Hourly employment consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

**PERFORMANCE RESPONSIBILITIES:**

**A.        Specific Responsibilities**

1.        Maintains written instructional plans for each student within the framework of the objectives of the Individual Education Program (IEP)
2.        Provides effective instruction and support of students with educational disabilities, utilizing appropriate special education techniques and materials.

3. Implements specific plans and schedules as outlined in Level I and II of the IEPs for classified students.
4. Communicates with the classroom teacher to assure coordination of the classroom and special program.
5. Meets with child study team members and parents/guardians when appropriate; participates in the IEP conference.
6. Prepares progress reports, in approved form, for each student at least twice a year according to deadlines established by the Department of Pupil Services.

**B. Professional Competencies**

1. Demonstrates knowledge and understanding of subject matter.
2. Directs instruction toward district outcome and process goals and instructs students in accordance with district courses of study.
3. Implements specific plans and schedules as outlined in Level I and II of the IEPs for classified students.
4. Communicates with the classroom teacher to assure coordination of the classroom and special program.
5. Meets with child study team members and parents/guardians when appropriate; participates in the IEP conference.
6. Prepares progress reports, in approved form, for each student at least twice a year according to deadlines established by the Department of Pupil Services.

**C. Professional Competencies**

1. Demonstrates knowledge and understanding of subject matter.
2. Directs instruction toward district outcome and process goals and instructs students in accordance with district courses of study.
3. Shows competency in planning, record keeping, and evaluating students by activities such as:
  - a. Developing and maintaining long term and daily written lesson plans based on student needs, interests and abilities.
  - b. Developing and maintaining accurate records of student progress indicative of an ongoing evaluation process.
  - c. Using the same criteria for assessment (diagnostic/prescriptive process) and evaluating all students with provision made for individual differences.

- d. Completing required teacher/administrative reports promptly and accurately.
- 4. Shows ability to organize a classroom for learning by activities such as:
  - a. Using instructional materials carefully and intelligently.
  - b. Providing for students' individual levels of achievement, abilities, and interests.
  - c. Creating an environment conducive to student development and execution of programs and projects.
  - d. Arranging relevant instructional materials and displays so they are conducive to use by students.
- 5. Demonstrates effective teaching techniques by activities such as:
  - a. Using varied instructional methods adjusted to course content, materials, and student characteristics/abilities.
  - b. Integrating into instructional process major concepts from other disciplines.
  - c. Clarifying assignments given to students so that purposes and directions are understood.
  - d. Making homework and out-of-class assignments meaningful and reasonable.
- 6. Demonstrates the ability to interact effectively with students by activities such as:
  - a. Instructing individuals based upon their specific needs, interests, and abilities while making provisions for appropriate large and small group instruction.
  - b. Implementing fair, firm, and consistent disciplinary procedures.
  - c. Promoting individual choice and self-direction as well as cooperative planning and decision-making within a defined frame of reference.
  - d. Encouraging and facilitating orderly discussions and other classroom activities.
  - e. Acting in a kind, cordial and courteous manner toward students.
- 7. Plans and conducts effective parent/guardian conferences and maintains cooperative parent/guardian relationships.

**D. General Professional Responsibilities**

- 1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing.

2. Participates in solving classroom and school problems and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:
  - a. Sharing responsibility for care of materials, equipment, and classroom.
  - b. Sharing responsibility for students' behavior throughout the building.
  - c. Working with colleagues to improve the effectiveness of the total school program.

**E. Other Duties and Responsibilities**

1. Performs other duties and responsibilities incidental to the position or as assigned by the building principal(s) and/or the Supervisor of Pupil Services.