

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### INSTRUCTION/CURRICULUM

### Administrative Regulations

TITLE:	SPECIAL EDUCATION TEACHER
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility</li><li>2. Minimum experience as determined by the board</li><li>3. Demonstrated knowledge of effective teaching methods and ability to maintain a positive learning environment</li><li>4. Strong interpersonal and communication skills</li><li>5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ol>
REPORTS TO:	Principal, School Counseling Services Director
SUPERVISES:	Students, 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 students 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:	<ol style="list-style-type: none"><li>1. Provides instruction to classified students in accordance with each student's individualized education program.</li><li>2. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each student.</li><li>3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.</li><li>4. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each student and provides support instruction in the regular</li></ol>

classroom or resource center as assigned.

5. Maintains records of student's educational progress in class record books and/or board approved process and summarizes these marks for reporting purposes. Responsible for the integration of technology into daily lessons, parental contacts, and standardized assessment tools and maintains student data information system (Genesis).
6. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
7. Consults with members of the child study team regarding each student'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 student.
8. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
9. Participates in the development of the district's plan for special education.
10. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
11. Participates in school-level planning, faculty meetings/committees and other school system groups.
12. Makes effective use of community resources to enhance the instructional program.
13. Performs other duties within the scope of his/her employment and certification as may be assigned by the building principal.

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.

APPROVED BY: Board of Education

DATE: 3/10/10

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

<u>N.J.S.A.</u> 10:5-1 et seq.	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of students
<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.5	Special education
<u>N.J.A.C.</u> 6A:9-11.3	Special education
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of non tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 6A:32-8	Attendance and student accounting

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, P.L. 105-17 (formerly the Education for All Handicapped Act)

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, 121647 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts (September 2002)

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.