

## **PROFESSIONAL STAFF POSITION**

**TITLE:** Special Education Teacher

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility
2. Minimum experience as determined by the board
3. Demonstrated knowledge of effective teaching methods and 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

**REPORTS TO:** Principal and Director

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

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

**DUTIES:**

1. Provides instruction to classified pupils in accordance with each pupil's individualized education program.
2. Works cooperatively 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.
3. Provides home instruction to confined special education pupils as assigned.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each pupil.
7. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
8. Consults with members of the child study team regarding each pupil's educational program, academic program and personal growth.

9. 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 pupil.
10. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
11. Makes effective use of community resources to enhance the instructional program
12. Participates in the development of the district's plan for special education.
13. Performs other duties within the scope of his/her employment and certification as may be assigned.
14. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
15. Performs other duties within the scope of his/her employment and certification as may be assigned.

**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 NJ State law and the provisions of Board of Education Policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.