

# RUMSON SCHOOL DISTRICT

Rumson, New Jersey

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**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, Supervisor of Special Education

**SUPERVISES:** Pupils, 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 pupils 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. Assumes professional responsibility for providing specialized learning experience as outlined in the IEP for the student. Achieving academic excellence requires that the special education teacher work to collaborate with members of the school staff, CST and parents

**PERFORMANCE RESPONSIBILITIES:**

Instruction and Pupil Contact

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. Maintain records indicating progress of the student in achieving the objectives of the IEP and assist with the evaluations and assessment of students.
6. Monitor the implementation, and provide info about completed goals and objectives, communicating closely with members of the CST and with the case manager about the progress of the child.
7. Assist instructional aide through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies in dealing with problems in learning and behavior.

Develops Lesson Plans and Classroom Learning Activities

1. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each pupil.
2. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

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3. Consults with members of the child study team regarding each pupil's educational program, academic program and personal growth.
4. 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.

### Contact with Parents and Community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

### Planning and Coordination

1. Participates in the development of the district's plan for special education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.

### Professional Contacts and Other Activities

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. 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 CBA.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved: 26 April 2017

### LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:25-4	School register; keeping
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirements prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:37	Discipline of pupils
N.J.S.A. 18A:46	Classes and facilities for handicapped children
N.J.A.C. 6A:7	Managing for equality and equity in education

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N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
See particularly:  
N.J.A.C. 6A:9-3.3 Professional standards for teachers  
N.J.A.C. 6A:9-5 General certification policies  
N.J.A.C. 6A:9-8 Requirements for instructional certificate  
N.J.A.C. 6A:9-9.5 Special education  
N.J.A.C. 6A:9-11.3 Special education  
N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:14 Special education  
N.J.A.C. 6A:32-4 Employment of teaching staff  
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members  
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members  
N.J.A.C. 6A:32-5.1 Standards for determining seniority  
N.J.A.C. 6A:32-6 School employee physical examinations  
N.J.A.C. 6A:32-7 Student records  
N.J.A.C. 6A:32-8 Attendance and pupil accounting  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., 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, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts

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