

JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

BOARD OF EDUCATION
FAIRFIELD, NJ

CERTIFICATED STAFF

SPECIAL EDUCATION TEACHER

Qualifications

- Valid NJ Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement of eligibility
- Demonstrated knowledge of effective teaching methods and ability to maintain a positive learning environment
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports to: Director of Special Services/Principal

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 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

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

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8. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
9. Participates in the development of the district's plan for special education.
10. Maintains professional competence and continuous improvement through inservice 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.

Terms of Employment: Salary and work year 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 and evaluation of certified staff.

Legal References:

N.J.S.A.: 10:-5-1 et seq., 18A:6-7.1, -10, 18A: 16-2, 25-2, 25-4, 26-1, 26-1.1, 26-2, 27, 28-3, 28-5, 28-8, 18A:37, 46

N.J.A.C.: 6:3-3.1 et seq., -4.1 et seq., -5.1 et seq., 3-6, 3-9, 4A.4, 6:8, 6A:7,;8, : 9, : 9-3.3, 9-5, 9-8, 9-5, 9-11.3, 9-15, 16, 14

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Re-adopted January 10, 2013

Revised: April 24, 2018