

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate (Grade level and/or content area endorsement, if applicable)
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and/or other appropriately certified superior as designated by the Superintendent.

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 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 in accordance with each student's individualized educational program.
2. Develops lesson plans and instructional materials to provide for individualized and small group instruction to meet the needs of each student.
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 student, and provides support instruction in the regular classroom or resource center as assigned.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
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 and personal growth. Meets with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned student, as needed.
8. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
9. Maintains professional competence and continuous improvement.
10. Participates in school-level planning, faculty meetings/committees and other school system groups.
11. Makes effective use of community resources to enhance the instructional program.
12. Performs other duties within the scope of employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 3/26/2007
Revised: 10/29/2007
2/22/2023