



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Special Education Teacher
Department: Special Services
Reports To: Principal and/or Supervisor of Special Services
Salary Guide: WWPEA; Ten-month position
Prepared Date: 15 November 2022

Position Summary: Develop skills, concepts, attitudes and acquisition of knowledge in accordance with the student's abilities and personal goals.

Qualifications: Must be a certified special education teacher with the State of New Jersey (Teacher of Students with Disabilities or Teacher of the Handicapped Endorsement). Proof of US Citizenship or appropriate employment authorization. Ability to maintain a positive learning environment. Strong interpersonal and communication skills.

Essential Duties and Responsibilities:

Planning and Preparation

- Teach in accordance with the curriculum, utilizing philosophy, goals and materials approved by the board of education.
- Maintain lesson plans under the Board approved model for teaching and learning.
- Develop lesson plans and instructional materials that provide appropriate instructional strategies in order to adapt the instruction to the needs of each student.
- Make recommended changes in students' program.
- Assess incoming students for initial class placement.
- Set specific objectives in lesson preparation and weekly lesson plans and effectively instruct in a way to achieve these objectives.
- Plan class activities and lesson presentations that are age-appropriate and meet the individual needs, interests and ability levels of all students.
- Participate with other staff members in planning during designated times.
- Incorporate into planning all requirements in a student's IEP provided through the district's child study team and as required in a student's Individual Education Plan (IEP).

Instruction and Assessment

- Provide quality instruction in accordance with Board approved curriculum.
- Utilize Board adopted curricula and textbooks and technology resources and other appropriate learning activities to achieve state and district standards for students.
- Collaborate with parents to guide the growth and development of the students.
- Monitor student academic progress and personal growth toward appropriate

objectives.

- Maintain records of student's educational progress and summarizes these grades for reporting purposes.
- Identify student needs and provide appropriate, engaging instruction.
- Establish and maintain standards of student behavior needed to achieve a classroom climate that is conducive to learning.
- Utilize class time effectively, supervising students in assigned activities as assigned.
- Design assessments that inform ongoing instruction.
- Employ differentiated instruction techniques, as needed.
- Implement required accommodations and services as required by students' individualized education programs.
- Refer students to the appropriate support personnel using prescribed district procedures.

Classroom Environment

- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Implement all relevant policies and rules governing student life and conduct.
- Create an environment of respect and rapport, and establish a culture for learning.

Professional Responsibilities

- Strive to maintain and enhance professional competence and continuous improvement through professional reading as well as participation in workshops, conferences, college courses and appropriate staff development programs in accordance with district guidelines.
- Attend school and district meetings as required.
- Complete all state mandated trainings and other professional development requirements annually.
- Communicate with parents or guardians through conferences and other means to inform them about the academic and social/emotional expectations in relation to pupil growth.
- Enhance the instructional program by using community resources and professional contacts as appropriate.
- Collaborate with other professional staff members to create an optimal learning environment for struggling learners.
- Maintain confidentiality about students in accordance with State and Federal law, as well as district policy.
- Uphold and enforce school rules, administrative regulations and Board of Education policies.
- Perform other duties within the scope of his/her employment and certification as may be assigned by supervisor or principal under authority of the Superintendent of Schools.

TECHNOLOGY SKILLS

Proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Systems 3000, Genesis Employee Portal, and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to ascend/descend to assist students; ability to escort students to and from school day activities, emergency evacuations and drills. May need to move materials weighing up to 20 lbs. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal 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 West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/15/2022

Certified by: C. J. Comella
Director of Human Resources