

**RIVER VALE SCHOOL DISTRICT  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

- TITLE:** SPECIAL EDUCATION TEACHER
- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility
  2. Minimum experience 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/or Supervisor of Special Services
- SUPERVISES:** Pupils, and when assigned aides
- JOB GOAL:** To provide an approved special education program and establish a class environment that fosters learning and personal growth; to help students 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.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides instruction to classified pupils in accordance with each student's Individualized Education Program.
2. Develops lesson plans and instructional materials and provides 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 educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Provides home instruction to confined special education students as assigned.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.

8. Consults with members of the child study regarding each student'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 student.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Participates in the development of the district's plan for special education.
11. maintains professional competence and continuous improvement through in service education activities and other professional growth activities.
12. Participates in school-level planning, faculty meetings/committees and other school system groups.
13. Makes effective use of community resources to enhance the instructional program.
14. 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 of Education

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

**APPROVED:** 9/7/2010