

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Instructional/Curriculum
Certified**

Title:	Head Teacher - Special Services - Extended School Year Program
Qualifications:	<ol style="list-style-type: none">1. Supervisor certification/Principal2. Master's Degree from an accredited college or university (Special Education, ABA, Inclusion preferred).3. Minimum of 5 years of teaching experience in a special education classroom, BCBA experience, or member of CST. Experience with special education programs, ABA, special education law, state reporting, testing, supervision of Child Study Team, instructional staff, and extended school year.4. Knowledge of state and federal laws, regulations, and policies.5. Superior organizational skills.6. Knowledge of instructional programs for autism, behavior, learning disabilities, and mental health; knowledge of the requirements for therapeutic service providers and evaluations.7. Excellent written and verbal communication skills, interpersonal skills, and mediation skills.
Supervises:	Students and when assigned, teachers, student teachers and classroom aides.
Reports To:	Director of Special Services
Job Goal:	To provide support to the Director of Special Services as assigned. Monitors and Plans the Extended School Year Program.

Performance Responsibilities:

Program/Curriculum

1. Research New Jersey specific requirements for special education, 504, and other programs for students with special needs.
2. Design and coordinate PreK - 8 special education and intervention programs that meet the New Jersey and federal regulations for special education.
3. Develop progress monitoring systems for interventions, behavior, counseling and special education programs connected to the Extended School Year Program that meet all New Jersey and federal regulations.
4. Develop procedures, forms and templates for the provision of all special education services.
5. Coordinates and assists staff in their efforts to maintain accurate, timely, and meaningful records of pupil educational progress utilizing quarterly progress reports.

6. Participates in the development and articulation of the summer instructional programs for PreK-8.
7. Coordinates and assists certified staff for the Department of Special Services in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
8. Coordinates and assists certified staff for the Department of Special Services in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
9. Oversees the daily Extended School Year Program.

Personnel (Recruitment, Evaluation, Staff Development)

1. Conducts "informal" classroom observations.
2. Assists in the development of teacher/student schedules for PreK and in other grades where applicable in collaboration with school administrators.

Administrative

1. Assists in the interpretation/articulation of the department's program to the parent community and general public.
2. Supports and coordinates all parent advisory groups and family training activities connected to the Extended School Year Program
3. Assists with the coordination of social, emotional learning initiatives, programming, and evaluation.
4. Assists with the direct supervision and operational management of specific special education programs as outlined by the Director.
5. Plans, develops, and coordinates all phases of the Extended School Year Programs.
6. Coordinates schedules and supervises all Extended School Year Program Staff.
7. Performs all other duties and responsibilities as assigned by the Director.

Terms of Employment:

Stipend Position

Evaluation

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations of certified staff.

Date:

11/23/2020 Approved
6/1/22 Revised

Account Code(s):

11.000.240.103.990.035 - 100%