



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: EXTENDED SCHOOL YEAR PROGRAM TEACHER**

## **QUALIFICATIONS:**

1. Possesses minimum of Bachelor's Degree.
2. Holds valid New Jersey certificate as a Teacher of the Handicapped.
3. Specialization and experience in the field of special education.
4. Preference given to those with specialization and experience in the field of autism and/or special education.
5. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To support the district's instructional program by participating in the planning and implementation of instructional programs for children with educational disabilities during the Extended School Year Program.

## **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Planning
  - a. Participates with Child Study Team members and parents in the construction of Individualized Education Plans (IEP) for Extended School Year students.
  - b. After consultation with the Director of Special Services, attends required reviews of the Individualized Education Program (IEP) of Extended School Year students assigned to his/her program and participates in such reviews.
  - c. Using the Individualized Education Program (IEP) as a guide, selects appropriate instructional materials and media to achieve the goals and objectives specified for each student.
  - d. Prepares for classes assigned and shows evidence of preparation upon request of administrative and supervisory personnel.
  - e. Participates with other staff members in curriculum planning during designated meetings.
  - f. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.
2. Instruction

- a. Meets and instructs Extended School Year students in accordance with established IEP, school philosophy, goals, curriculum and procedures.
  - b. Strives to maximize the educational achievement of each student.
  - c. Employs a variety of instructional techniques and media which are appropriate to the achievement of the goals and objectives specified in each student's Individualized Education Program (IEP).
  - d. Assesses on an ongoing basis student progress toward the acquisition of goals and objectives listed in the student's Individualized Education Program (IEP).
  - e. Maintains accurate and complete records as required by district policy and administrative regulations.
  - f. Directs the instructional and non-instructional activities of aide(s) and/or monitor(s) assigned to the Extended School Year Program.
3. Student Management
- a. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
  - b. Implements all relevant policies and rules governing student life and conduct.
  - c. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.
  - d. Willingness to work with behavioral consultants if deemed necessary by the Director of Special Services.
4. School/Community Relations
- a. Strives to establish cooperative relations and to communicate with parents/guardians when necessary.
  - b. Cooperates and shares professionally with members of the administration and other staff.
  - c. Maintains confidentiality about students in accordance with state and federal law, as well as district policy.
  - d. Consults jointly with parents and Child Study Team personnel prior to making any changes in a student's Individualized Education Program (IEP).
  - e. Provides progress reports, on students assigned to the Extended School Year Program, to parents, classroom teachers, and the Director of Special Services in accordance with Board Policy and administrative regulations.
5. Other Assigned Duties
- a. Performs all other tasks and assumes such other duties as designated by the Director of Special Services.

**TERMS OF EMPLOYMENT:** Hourly basis from July 1, 2009 through August 7, 2009. Salary established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** April 22, 2009