

# ***ABSECON PUBLIC SCHOOLS***

## Job Description

**TITLE: Long Term Substitute Middle School Multiple Disabilities Teacher**

### **QUALIFICATIONS:**

1. Valid New Jersey Instructional certificate and appropriate special education endorsement of eligibility
2. Demonstrated knowledge of effective methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

### **REPORTS TO:**

- Director of Special Services/Curriculum and Principal

### **SUPERVISES:**

- Students, 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 and personal growth; to help pupils 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. Works to achieve state student learning standards and district educational goals and objectives by promoting active learning in the classroom using Board adopted curriculum and other appropriate learning activities.
2. Provides instruction to classified students in accordance with each student's individualized education program.
3. Works cooperatively with general 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.

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4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Monitors student academic progress and personal growth toward stated objectives of instruction.
6. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Consults with members of the Child Study Team regarding each pupil's educational program, academic program and personal growth. Meets at least once annually with the case manager, parents/guardians and other professional staff to review and revise the individualized education program and placement of each assigned student.
11. Participates in the development of the district's plan for special education.
12. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
13. Participates in school level planning, faculty meetings/committees and other school system groups.
14. Makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and Board policy.
16. Performs other duties within the scope of employment and certification as may be assigned.

### **TERMS OF EMPLOYMENT:**

- Ten (10) month work year.
- Salary as negotiated through the Absecon Education Association.

### **EVALUATION:**

- Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified personnel.