

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Title: **Lead Teacher – Special Education**

Qualifications: 1/ Must hold acceptable NJ Certification for teacher of the handicapped, 2/ Demonstrated competencies for assigned area content and teacher of the handicapped pedagogy; 3/ The ability to create and maintain a climate of respect and fairness for all students, especially those with IEPs; 4/ Must possess strong communication, management, organizational and technology skills, 5/ Demonstrated ability to function effectively in a diverse school community, 6/ Ability to work as part of a highly functioning team; 7/ Must be a teaching member of the Special Education Department at the high school, 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Department Chairperson for Special Education, Supervisor SPED, Building Principal.

Job Goal: Provide additional support for the leadership, organization and expertise needed to effectively coordinate and/or monitor required processes within the special education department, including general education components, so that the teachers, child study team and parents receive the information and services identified for each child and the monitoring of individual student progress as defined by the department are supported.

Performance Responsibilities:

- 1) assist the building principal and department chairperson with scheduling of students and teachers assigned to the department;
- 2) help facilitate the communication process between parents, general education teachers, special education, CSTs and supervisors;
- 3) assist in the mentoring of non-tenured teachers;
- 4) support and facilitate communications to students;
- 5) share and support appropriate strategies, modifications and accommodations with other personnel which will assist them in the delivery of services;
- 6) serve as a liaison with parents and CSTs when needed;
- 7) serve as role model for other teachers;
- 8) assist and provide support to the Special and General Education teachers and CST personnel;
- 9) assist staff in locating and securing appropriate textbooks, novels and supplementary instructional materials;
- 10) advocate and maintain a positive learning environment appropriate for student achievement;
- 11) assist members of the staff with assessing, modifying and matching instructional activities and goals with student characteristics, needs, and the IEP;
- 12) Assist with the retrieval and organization of data;
- 13) Abide by all district, state and federal policies, laws and regulations.
- 14) maintain an appropriate relationship with parents, students, the CSTs and administration;
- 15) maintain appropriate public relations for the program;
- 16) assume other related responsibilities and duties within the context of the above major responsibilities.

Terms: Stipend is in addition to regular salary and is under terms negotiated by the Board and the MEA. No other benefits implied. This stipended position is in addition to any employee's regular contract, is non-tenurable, and must be renewed annually by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on the evaluation of certified staff.

Established: 2006, Revised 6/2007, 7/2007, 2011