

TEACHER OF THE HANDICAPPED

Reports To:	Building Principal, Assistant Principal
Qualifications:	As determined by state certification requirements
General Description:	Develop each child to his/her fullest potential. Help students learn subject matter and skills that will contribute to their development as mature, able, and responsible adults. Plan instruction in accordance with district policy and procedures.

Major Duties and Responsibilities

- 1.1 Meet and instruct classes in a manner consistent with the goals adopted by the Bernards Township Board of Education.
- 1.2 Plan and carry out classroom activities focusing attention on the objectives adopted by the Bernards Township Board of Education.
- 1.3 Encourage each pupil to seek knowledge, ask questions, and grow in self-knowledge and self-discipline.
- 1.4 Communicate to the pupil knowledge about himself/herself, and/or his/her society, world, universe.
- 1.5 Confer with parents and pupils in a cooperative effort to help all understand the pupil and to encourage his/her progress in school.
- 1.6 Take adequate measures to ensure the health, safety, and welfare of pupils.
- 1.7 Develop a cooperative working relationship with faculty and other personnel.
- 1.8 Participate in activities that increase professional competence.
- 1.9 Prepare appropriate assignments recognizing individual needs (Differentiation).
- 1.10 Provide supervision and control over pupil conduct, maintaining discipline throughout the school.
- 1.11 Appraise pupil progress, keep prescribed records, and return papers/projects timely.
- 1.12 Participate in decision-making and planning functions within the school where appropriate.
- 1.13 Cooperate positively with all administrators on behalf of schools and pupils.

- 1.14 Support building and district initiatives to facilitate educational programs.
- 1.15 Provide learning opportunities through careful long-and-short-range planning.
- 1.16 Guide learning processes towards curriculum goals and establish clear objectives for lessons.
- 1.17 Employ a variety of instructional techniques and media consistent with student needs and capabilities.
- 1.18 Strive to maintain and improve professional competence.
- 1.19 Cooperate with district specialists and implement programs for students of all ability levels.
- 1.20 Create a classroom environment conducive to learning, meeting student needs and interests.
- 1.21 Uphold and enforce school rules, administrative regulations, and Board policy.
- 1.22 Responsibly use equipment, materials, and facilities to effectively instruct students.
- 1.23 Be available to students and parents for education-related purposes outside instructional hours.
- 1.24 Meet and instruct assigned classes at designated locations and times.
- 1.25 Provide substitutes with purposeful assignments and necessary materials during absences.
- 1.26 Recognize the impact of attendance on instruction continuity, student attitude, learning, and the school program.
- 1.27 Communicate effectively and timely with parents, responding to emails within 48 hours.
- 1.28 Communicate student progress timely to support teachers, CST, and I&RS/504.

Term of Employment:

10 months

Evaluation:

According to State Statutes, N.J.A.C. Title 6, Board Policy & Procedures.

Adopted: July, 2024