



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SUPPLEMENTAL INSTRUCTOR

QUALIFICATIONS:

1. Holds valid New Jersey instructional certification.
2. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
3. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director of Special Services

JOB GOAL: To support the district's instructional program by providing individual or small group instruction to children with educational disabilities identified by the Child Study Team.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Planning
 - a. Participates with Child Study Team members and parents in the construction of Individualized Education Programs (IEP) for the classified students.
 - b. After consultation with the Director of Special Services, attends, as required reviews of the Individualized Education Programs of classified students assigned to his/her program and participates in such reviews.
 - c. Using the Individualized Education Program as a guide, selects appropriate instructional materials and media to achieve the goals and objectives specified for each student.
 - d. After consultation with staff members, the Director of Special Services and the building principal, devises a time schedule for the instruction of each classified student.

- e. Provides the Director of Special Services and building principal with a copy of the instructional schedule.
- f. Prepares for classes assigned and shows evidence of preparation upon request of administrative and supervisory personnel.
- g. Participates with other staff members in curriculum planning during designated meetings.
- h. 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 classified students in accordance with established IEP, school philosophy, goals, curriculum, procedures and previously devised schedules.
- 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 on-going basis student progress toward the acquisition of goals and objectives listed in the student's Individualized Education Plan (IEP).
- e. Maintains accurate and complete records as required by district policy and administrative regulations.

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.

4. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
 - b. Attends staff meetings as required.
 - c. Serves on staff committees on a voluntary basis.
5. School/Community Relations
- a. Strives to establish cooperative relations and makes a reasonable effort 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. Attends parent communication activities (i.e., Back-to-School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
 - e. Consults jointly with parents and Child Study Team personnel prior to making any changes in a student's Individualized Education Program (IEP).
 - f. Provides progress reports on students to parents, classroom teachers, and the Director of Special Services in accordance with Board Policy and administrative regulations.
 - g. Communicates with classroom teachers on a regular basis, regarding objectives established for each student as well as the materials and techniques being used to accomplish those objectives.
6. Other Assigned Duties
- Performs all other tasks and assumes such other duties as designated by the building principal or Director of Special Services.

TERMS OF EMPLOYMENT: Ten month year or per diem assignment. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: September 1979

REVISED: March 13, 1996