Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: **Team Leader: Special Education**

Responsible to: Building Administrator, EC&I, and Pupil Services Administrator(s)

Qualifications:
- Candidate possesses a TOSD or TOH certification and is currently a special education teacher in-district.
- Demonstrates expertise in special education and has experience with a continuum of placement and services
- Has a firm grasp of child development and the different learning needs of students;
- Understands, articulates and implements best practices related to special education
- Demonstrates clear understanding of state content standards and district curriculum;
- Available after contractual hours and ability to work with colleagues and building/district administrator(s);
- Recommendation by principal/administrator(s);
- Must have effective or highly effective evaluations over the past 3 years;
- Punctual and reliable with paperwork, duties and assignment; keeps accurate records;
- Demonstrates professional demeanor and maintains appropriate boundaries;
- Ethical and forthright, uses good judgment and maintains confidentiality
- Positive team player and contributes ideas, expertise and time to the overall mission of the school and district.
- Listens thoughtfully to other viewpoints and responds constructively to suggestions and criticism.

Major
Responsibilities:
- Provide teachers with support/coaching needed to deliver quality instruction based on the individualized needs of students;
- Serves as a primary resource for special education teachers;
- Assists teachers in implementing best practices based on student needs and academic programming;
- Communicates with and makes recommendations to administrator(s) regarding special education.

Key Duties and Professional Responsibilities:	1. Provide support/coaching through modeling and co-teaching, and keeps a confidential relationship with those they coach;

Key Duties and Professional Responsibilities:

1. Provide support/coaching through modeling and co-teaching, and keeps a confidential relationship with those they coach;
2. Provides feedback to teachers to support development of teaching practices;
3. Provides appropriate non-evaluative instruction and assistance;
4. Provides mini-presentations or trainings/ turn-key pertinent information per administrators or based on needs identified by staff;
5. Collaborates with special education teachers and appropriate administration to facilitate teachers receiving necessary resources for specified content areas;
6. Collaborates with ELA and Math Team Leader as needed
7. Serves as a liaison between special education teachers, content-specific Team Leaders, and district leadership to ensure mission and goals are communicated and achieved;
8. Through coaching, assists with the implementation of research-based strategies for diverse learners;
9. Collaborates with colleagues to create/revise assessments, plan units, share teaching ideas, and review student work;
10. Regular attendance at team leader meetings and building-based meetings;
11. Serves on the Curriculum Program Review Committees as a special education representative;
12. Participates in ongoing professional development with the support of the district;
13. Assumes other responsibilities and duties within the context of the above major responsibilities and key duties.
14. Any other duties as assigned by the Superintendent.

Calendar:

- Substitutes may be provided as needed for ongoing coaching/training during the school day.
- Teacher calendar plus up to five (5) additional days with additional negotiated pay when required and pre-approved by Central Services Directors and Supervisors.
- Out-of-school meeting hours shall not exceed six hours a month. This does not include regular contractual Monday staff meetings.

Stipend per MEA Contract Item 4.4 - Compensation will be for team leaders and elementary/middle school subject leaders

Established   11/2023