

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: Supplemental Teacher

Organizational Relationships: Evaluated by the Principal, or other appropriately certificated administrators/supervisors as designated by the superintendent.

Primary Function: Assume responsibility for instruction of assigned students in accordance with district, school, program goals. Objectives and standards as approved by the Board of Education

Major Responsibilities:

1. Provide academic support for students in their regular education subjects.
2. Implement the Individualized Education Program (IEP) for assigned students in consultation with Supervisors of Special Education.
3. Confer with cooperating classroom teachers regarding student's progress.
4. Write required components of IEP for assigned students (including but not limited to, Strengths, PLAAFPs, Areas of Need, Goals and Objectives).
5. Consult with IEP team as needed for other components of the IEP
6. Attend IEP meetings when assigned
7. Maintain records of student performance.
8. Contact parents regarding student progress under the direction of the supervisor or case manager.

Qualifications:

1. Holds or is eligible for New Jersey instructional certificate with appropriate teaching endorsement (Subject area certificate, TOH, or TOSD).
2. Such additions to the above qualifications as the Board may find appropriate and acceptable.

Term of Employment: Ten-month year, in accordance with contractual arrangements as approved by the Board of Education.

Evaluation: According to State Statutes, *N.J.A.C. Title 6*, Board Policy and Procedures.

References: Article VIII, section IV, Paragraph 1, New Jersey Constitution, *N.J.S.A. 18A:11-1 27-4, N.J.A.C. 6:3-1.21.*

Approved: January 27, 1992

Revised: November 3, 2008

Revised: March 13, 2023