

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

---

TO: Pat Ditri  
FROM: Kim Conti *KC*  
RE: Board Agenda  
DATE: 04-17-2012

The committee recommends and I so move that the board approve the establishment of 1 full time Preschool Disabilities classroom (Monday-Friday) for an Extended School Year program at Battle Hill Elementary School that operates from 8:30am-12:30pm effective July 2, 2012-July 30, 2012 in accordance with the information in the hands of each board member.

**Extended School Year Program**  
**(Battle Hill Elementary School)**

**1 Full Time Preschool Disabilities Classroom (Monday-Friday)**

1. The students' IEPs will be reflective of the program placements. Their goals and objectives will be addressed in a less restrictive environment with proper supports and related services by providing 1 Full Time Preschool Disabilities classroom (Monday-Friday) for an Extended School Year program at Battle Hill Elementary School. Therefore, there are no unmet student needs.
  
2. a) The age range is 3-5 years old. The class will have a maximum of 12 students. The class will meet Monday- Friday.
  
- b) The Core Curriculum Content Standards are addressed through instruction with the district adopted curriculum.
  
- c) Establishment of this program allows students to remain in programs that are least restrictive in-district.
  
- d) The Extended School Year program is limited to students with IEPs. Therefore, non-disabled peers will not be included in the program.
  
- e) One certified special education teacher and 1 paraprofessional is needed with the instructional size of 8 students; One certified special education teacher and 2 paraprofessionals are needed with 9-12 students.

New Jersey State Department of Education  
Union County Office of Education

**Request to Establish or Eliminate a Special Education Program or Service**

Complete **both** sides of this form and send to the county office of education for review and approval

District: Township of Union School: Battle Hill Elementary School Date: 4/17/2012

Check One:  Establish a Program/Service  Eliminate a Program/Service

**Check Type of Program:**

**Preschool/Elementary Resource Program:**

- Pull/out, support
- Pull/out, replacement
- In-class, support
- In-class, replacement
- Team Teaching Model

**Secondary Resource Program<sup>1</sup>:**

- Pull/out, support
- Pull/out, replacement
- In-class, support
- In-class, replacement

**Elementary Special Class Program:**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Preschool Disabilities *(1 full time class - Monday - Friday)*
- Visual Impairments
- Extended School Year Program
- Other program/service, please specify:

**Secondary Special Class Program<sup>2</sup>:**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments
- Secondary Special Class (taught by regular education teacher)

**Note:** Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

<sup>1</sup> Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

<sup>2</sup> Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

On a separate page, describe your request based on the following corresponding criteria/questions.

**To Establish a New Program/Service**

1. Document the unmet student needs that will be addressed by the proposed program.
2. Describe the proposed program and explain how it will meet student needs:
  - a. Identify the age range and number of students to be served.
  - b. How will the Core Curriculum Content Standards be addressed?
  - c. How does this program address least restrictive environment?
  - d. What opportunities will be available for interaction with non-disabled peers?
  - e. State the number of professional and paraprofessional staff. For paraprofessional staff submit the locally developed job description and standards for approval (N.J.A.C. 6:11-4.6(c)).

**To Eliminate a Program/Service**

1. Provide a rationale for eliminating the program/service.
2. If the elimination of the special education program/service will result in a change to one or more students' current IEP(s), describe how the students' needs will be met.

\*\*\*\*\*

I assure that the attached proposal to establish a new program/service is in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities. (Attach the Board Resolution approving the establishment of the new program.)

Board Approval Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chief School Administrator)

\*\*\*\*\*

I assure that any change in a student's program/placement necessitated by eliminating the special education program/service described in the attached proposal will be implemented in accordance with N.J.A.C. 6A:14, Special Education. (Attach the Board Resolution approving the elimination of the program/service.)

Board Approval Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chief School Administrator)

Approved _____ Denied _____
Signed: _____ Date _____ (County Supervisor of Child Study)

## CLASSROOM ASSISTANT

**TITLE:** SPECIAL EDUCATION CLASSROOM ASSISTANT

### QUALIFICATIONS:

1. High School diploma and passing grade on the Praxis Exam  
or
2. Two years of Higher Education (48 plus credits)  
or
3. Associate Degree  
or
4. A Bachelor's Degree  
or
5. A valid Substitute Teacher Certificate  
or
6. A valid Teacher Certificate  
or
7. Child Development Associate Certificate

### REPORTS TO:

Certified classroom teacher, Principal and Special Services Director

### JOB GOAL:

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

### PERFORMANCE RESPONSIBILITIES:

1. Assist in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory.
2. Assist with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.
4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.

6. Helps with the supervision of children on field trips and community based instruction planned by the teacher.
7. Assists in playground supervision.
8. Engages children in conversation to encourage language development.
9. Aids physically disabled children, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Legal References:**

**N.J.S.A. 18A:6-7.1** Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment.