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;
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

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer