

Kawameeh Middle School

(Pull/Out, Replacement)

- 1) The students IEPs will be reflective of the program placements. Their goals and objectives will be addressed with proper supports and/or related services by providing a Sixth Grade Pull/Out Replacement program in Kawameeh Middle School. Therefore, there are no unmet student needs.
- 2) a. Each class will have a maximum of nine classified students, and if an aide is assigned to class, the maximum number of students will not exceed 12. The age range is as follows: 11.0-14.0 years of age.
b. The New Jersey Student Learning Standards are addressed through instruction with the district adopted curriculum.
c. Establishment of this program will address least restrictive environment by allowing students to remain in programs that are in the home school of the student and provide opportunities for participation with non-disabled peers.
d. Opportunities for interaction with non-disabled peers will be provided through general education cycle classes, physical education, lunch, transition, and/or academic classes, as indicated in students' IEPs.
e. One certified special education teacher will be required per class. Additionally, an aide may be assigned as indicated in 2(a)
- 3) The programming is being established to meet an anticipated need for the 2018-2019 school year. Available staff, not otherwise assigned, will be utilized to provide service for this program, pending continued review of enrollment, required needs, scheduling for the school.

MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

Paraprofessional

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TITLE: SPECIAL EDUCATION AIDE

- QUALIFICATIONS:**
1. High School Diploma; college-level coursework in education or related field
 2. Successful experience working with children
 3. Ability to communicate effectively with students, parents and school staff
 4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
 5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Certified classroom teacher, principal and student personnel 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. Assists 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. Assists 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.

E-3

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

TO: Greg Tatum
C: Julia Vicidomini; Diane Cappiello
FROM: Joseph Seugling 
RE: Board Agenda
DATE: 2018-03-22

Approval for the establishment of a Secondary Pull/Out, Replacement Program, Sixth Grade, at Kawameeh Middle School, effective 9/1/2018, in accordance with the information in the hands of each board member.

New Jersey State Department of Education
Union County Office of Education

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

Complete this form and send to the county office of education for review and approval along with the required documentation.

District and school or APSSD: Township of Union Public Schools: Kawameeh Middle School
Date: 2018-03-22

Check Type of Program (6A: 14-4.6)

Preschool/Elementary Resource Program:

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

Secondary Resource Program¹:

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

Elementary Special Class Program (6A: 14-4.7)

- 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 Program²:

- 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 general education teacher)

Preschool Special Class Program (6A:14-4.7)

- Preschool Disabilities

Extended School Year Program

Other program/service, please specify: _____

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.

¹ 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.

² 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.

Required Information:

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 New Jersey Student Learning 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)).
3. A list of professional staff who will provide the services for the new program. If existing staff are being utilized provide an explanation of the scheduling changes made to accommodate the new program. If new staff are being hired, provide documentation that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for each new hire.

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)

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