


E-13

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

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TO: Greg Tatum  
C: Julia Vicidomini; Diane Cappiello  
FROM: Joseph Seugling   
RE: Board Agenda  
DATE: 2017-07-24

Approval for the re-establishment of a Self-Contained Autism program at Union Senior High School, effective September 7, 2017, 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 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 Public Schools District    Date: 07/24/2017

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
- Visual Impairments

**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)

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.

<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)

## Union Senior High School

### Autism Program

1. The IEPs of the students will be reflective of program placement. Their goals and objectives will be addressed in a less restrictive environment with proper supports and related services, by providing a full day autism program at the high school level, rather than in an out of district setting. Therefore, there are no unmet student needs. This current proposal adjusts the previously established age range for the Union Senior high school Autism program, currently 14.0-18.0 years of age, to 14.5 – 18.5 years of age.
2.
  - a. The age range will be from 14.5-18.5 years of age. The class will have no more than six (6) students (7 to 9 students with a second aide).
  - b. The New Jersey Student Learning Standards will be met through the district curriculum.
  - c. If this class is not reestablished in district, then an out of district placement would be sought. If the class is reestablished in district with the updated age ranges, students can remain in district.
  - d. This program, per the IEPs of students, will provide the opportunity for students to interact with non-disabled peers.
  - e. One certified teacher and one aide will be needed. (7 to 9 students will require a second aide in class)

# MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

Paraprofessional

G-5

**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.