



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

July 8, 2011

TO: Directors, Private Schools for Students with Disabilities

FROM: Yut'se O. Thomas, Acting Assistant Commissioner
Division of Finance & Regulatory Compliance *Yut'se O. Thomas*

SUBJECT: Annual Information - Private Schools for Students with Disabilities - Recognized Job Titles - Effective July 1, 2011

In accordance with N.J.A.C. 6A:23A-18.4(j), private schools for students with disabilities shall use the job titles that are in use in the public schools in accordance with N.J.A.C. 6A:9 and the list published each year by the Commissioner, or those approved in accordance with N.J.A.C. 6A:9-5.5. In accordance with N.J.A.C. 6A:23A-18.2(r), a list of the recognized job titles pursuant to N.J.A.C. 6A:9 that require certification, and N.J.A.C. 6A:23A-18.1 that require a bachelor's degree, shall be published by the Commissioner. Private schools for students with disabilities shall only hire staff or consultants in job titles that require certification or a bachelor's degree if such titles are included on this list, or if such titles are unrecognized job titles for instruction that are approved in accordance with N.J.A.C. 6A:9-5.5.

Attached is a listing of the recognized job titles for private schools for students with disabilities. The following job codes/job titles were added in 2011-2012: #3125 Teacher/Behavior Specialist and #0450 Dean of Program and Students. The following job codes/job titles were added in 2010-2011: #0326 Supervisor of Athletics, Health and Physical Education, #0327 Supervisor of Humanities, #0328 Supervisor of Math/Science, #2001 Financial Literacy (Math, Social Studies Business, Finance, Economics, Law, Comprehensive Business, Comprehensive Family and Consumer Sciences and General Business Teachers) can hold this Job Code, #9100 Instructional Paraprofessionals (Serving Ages 3 to 5), #9101 Instructional Paraprofessionals (Serving Ages 6 to 21), #9150 Noninstructional Paraprofessionals (Serving Ages 3 to 5), and #9151 Noninstructional Paraprofessionals (Serving Ages 6 to 21). If additional changes occur in October of 2011 when the listing for school districts is finalized, this listing will be updated. Private schools should use the titles from the attached listing but may apply for approval of an unrecognized title through the executive county superintendent's office in the county the private school is located. Historically, executive county superintendents have approved few new unrecognized job titles since most proposed job descriptions either fall under an existing job title or the job description doesn't require certification.

In accordance with N.J.A.C. 6A:23A-18.4(c), an approved private school for students with disabilities shall execute an employment contract annually with each school employee whose position requires a certificate, license or a bachelor's degree. The employment contract shall contain the following information: name of employee; dates of employment; work hours; certification(s) and/or degree(s) held; job description; job title; and salary. An employee's contract may only reflect a recognized job title from the attached list or an unrecognized job title approved by the executive county superintendent in accordance with N.J.A.C. 6A:9-5.5. In addition, the job title listed on an employee's employment

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contract must be the same job title reflected on the 2011-2012 Fiscal and Program Information forms filed by the school and reported on the school's 2011-2012 audited financial statements.

The executive county superintendent reviews proposed unrecognized job titles and job descriptions to determine the following: if the duties outlined in the proposed job description require certification and if a similar recognized job title currently exists. If the duties outlined in the proposed job description do not require certification, the request for approval of an unrecognized job title will be denied on the basis that it doesn't require certification. If the duties outlined in the proposed job description may be fulfilled under an existing job title, the executive county superintendent will recommend that the school use the existing recognized job title. If the duties outlined in the proposed job description require certification and cannot be performed under an existing recognized job title, the executive county superintendent will make a determination of the appropriate unrecognized job title and school certification for the job. However, whether the duties outlined in the proposed job description may be fulfilled under an existing job title or the executive county superintendent approves an unrecognized job title and school certification for the job, the individual in the job must hold the proper New Jersey school certification.

Additionally, the executive county superintendent will annually review a previously approved unrecognized job title and determine whether such title shall be continued for the next school year upon request from the private school. Therefore, the private school for students with disabilities must annually reapply for such approval. In accordance with N.J.A.C. 6A:23A-18.5(a)57, the costs of salaries and fringe benefits of unrecognized job titles which are not properly approved in accordance with N.J.A.C. 6A:9-5.5 are considered non-allowable costs. Retroactive approvals of unrecognized job titles will not be granted for the 2011-2012 school year.

Please forward this information to the appropriate personnel in the school's administrative offices including the school business manager.

If you have any questions, please contact Donna Bogart at (973) 414-4492 or Elise Sadler-Williams at (609) 777-4483.

YOT/ESW/G/ta/2011-2012 recognized job titles memo final memo.doc

Attachment

c: Barbara Gantwerk
Robert J. Cicchino
John Worthington
Patricia C. Scott
Lisa McCormick
Elaine Lerner
Elise Sadler-Williams
Executive County Superintendents
Executive County School Business Administrators
County Supervisors of Child Study