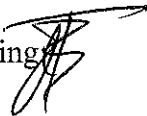


DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Greg Tatum
C: Julia Vicidomini, Pat Ditti
FROM: Joseph Seugling 
RE: Board Agenda
DATE: 12/2/2014

The committee recommends and I so move that the board approve the Establishment of a
Preschool Disabilities Self-Contained Program at Hannah Caldwell Elementary School,
effective 1/15/2015, 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** pages of this form and send to the county office of education for review and approval. **It is not necessary to complete this form to continue an existing program, unless the building location of the program is being changed in which case 2 forms are needed (one to eliminate in one building and one to establish in another building.)**

District: Township of Union School: Hannah Caldwell Elementary School Date: 12/2/2014

Check One: Establish a Program/Service

Eliminate a Program/Service

Check Type of Program:

Preschool/Elementary Resource Program:

- Pull-out supplementary
- Pull-out support
- Pull-out replacement
- In-class supplementary
- In-class support
- In-class replacement

Secondary Resource Program¹:

- Pull-out supplementary
- Pull-out support
- Pull-out replacement
- In-class supplementary
- In-class support
- In-class replacement

Elementary Special Class Program: (not K)

- 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 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)

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. Please check your forms for accuracy. Errors may result in denial and return for corrections.

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. Indicate whether all IEP's of affected students have been amended with agreement of the student's parent(s).

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 _____ Comments _____
Signed: _____ Date _____ (County Supervisor of Child Study)

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.

Hannah Caldwell Elementary School
(Self-Contained, Preschool)

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 the establishment of a Preschool Self-Contained at Hannah Caldwell Elementary School. Therefore, there are no unmet student needs.

2.
 - a. The age range in the Hannah Caldwell Elementary School program is as follows: students aged 3-5 years of age. The class will have a maximum of 12 classified students.

 - b. The Common Core State Standards and Core Curriculum Content Standards are addressed through instruction with the district adopted curriculum.

 - c. Establishment of this program allows students to remain in the least restrictive environment.

 - d. This class, per students' IEPs, will provide the opportunity for students to interact with non-disabled peers because there are general education students in the building.

 - e. One classroom aide is required for a class size up to 8 students, two classroom aides are required for a class size up to 12 students.