


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: Latesha Jenkins 
RE: Board Agenda
DATE: December 27, 2018

Approval for the establishment of the Autism Program for students ages 5-9 years old at Battle Hill Elementary School, Effective February 1, 2019, in accordance with the information provided to each board member.

New Jersey State Department of Education
Warren 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 Battle Hill Elementary School Date: 12/27/18

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

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)

Approved _____ Denied _____
Signed: _____ Date: _____
Tania Mongioi County Supervisor of Child Study

Battle Hill Elementary School
(Autism Program)

1. Document the unmet student needs that will be addressed by the proposed program.

The addition of this program will meet the IEP program placement needs of students. This will therefore result in no unmet student needs.

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.
The age range for the program will be 5-9. There will be a maximum of 6 classified students per class.
 - b. How will the New Jersey Student Learning Standards be addressed?
The standards will be addressed through instruction utilizing the district's adopted curriculum.
 - c. How does this program address least restrictive environment?
The establishment of this program addresses least restrictive environment by meeting student IEP needs within their school district. Students are therefore provided with the opportunity to be instructed in a building with non-disabled peers.
 - d. What opportunities will be available for interaction with non-disabled peers?
This class, per students' IEPs, will provide the opportunity for students to interact with non-disabled peers in the cafeteria, library, and other school settings, as there are general education students receiving instruction in the school building.
 - 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)).
One certified special education teacher is needed per class. One paraprofessional will be needed if the class size is between 4-6 students.
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.

Jennifer Chamberlain, certified special education teacher, will be the teacher in the program. She is currently a special education teacher at Battle Hill Elementary School. Her current students will be placed according to their IEPs within the school building.

MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

G-5

Paraprofessional

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.