



## State of New Jersey

DEPARTMENT OF EDUCATION  
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JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Commissioner

September 19, 2008

TO: Directors, Private Schools for Students with Disabilities

*Katherine P Attwood*

FROM: Katherine P. Attwood, Assistant Commissioner  
Division of Finance

SUBJECT: Annual Information - Private Schools for Students with Disabilities - Recognized  
Job Titles – Effective July 1, 2008

In accordance with N.J.A.C. 6A:23-4.4(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:23-4.2(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:23-4.1 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. Private schools should use the titles from the attached listing but may apply for approval of an unrecognized title through the county superintendent's office in the county the private school is located. Historically, 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:23-4.4(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 county superintendent in accordance with N.J.A.C. 6A:9-5.5. In addition, the job title listed on an employee's employment contract must be the same job title reflected on the

2008-2009 Fiscal and Program Information forms filed by the school and reported on the school's 2008-2009 audited financial statements.

The 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 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 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 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 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:23-4.5(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 2008-2009 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) 414-4495, Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

KPA/JV/2008-2009 recognized job titles memo.doc

Attachment

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