



State of New Jersey
DEPARTMENT OF EDUCATION
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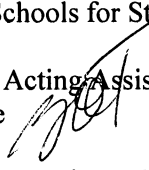
CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BRET SCHUNDLER
Commissioner

June 21, 2010

TO: Directors, Private Schools for Students with Disabilities

FROM: Yut'se O. Thomas, Acting Assistant Commissioner
Division of Finance 

SUBJECT: Annual Information - Private Schools for Students with Disabilities - Recognized Job Titles – Effective July 1, 2010

In accordance with N.J.A.C. 6A:23A-18.4(j) (formerly 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:23A-18.2(r) (formerly 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:23A-18.1 (formerly 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. The following job codes/job titles were added in 2010-2011: #114 Assistant School Business Administrator, #2410 Teacher Coach, #2411 Teacher Coordinator, #2412 Teacher Leader and #2722 Transportation and Travel Marketing. The following job codes/job titles from 2009-2010: #3105 Teacher Librarian, #3106 School Librarian, #3107 Associate Educational Media Specialist, #3108 Associate Library Media Specialist, #3109 Educational Media Specialist and #3110 Library Media Specialist were removed and folded into #3105 School Librarian, Media Specialist Associate in 2010--2011. If any changes occur in October of 2010 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) (formerly 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 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 contract must be the same job title reflected on the 2010-2011 Fiscal and Program Information forms filed by the school and reported on the school's 2010-2011 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 (formerly 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 2010-2011 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, Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

YOT/PS/JV/2010-2011 recognized job titles memo final memo.doc

Attachment

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