

June 26, 2006

TO: Directors, Private Schools for the Disabled

FROM: Katherine P. Attwood, Director  
Office of Fiscal Policy and Planning, Division of Finance

SUBJECT: Annual Information - Private Schools for the Disabled - Recognized Position  
Titles – Effective July 1, 2006

In accordance with N.J.A.C. 6A:23-4.4(j), private schools for the disabled 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 the disabled 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 the disabled. 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 the disabled 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 employees' contract may only reflect a recognized position title from the attached list or an unrecognized position title approved by the county superintendent in accordance with N.J.A.C. 6A:9-5.5. In addition, the position title listed on an employees' employment contract must be the same position title reflected on the 2006-2007 Fiscal and Program Information forms filed by the school and reported on the school's 2006-2007 audited financial statements.

The county superintendent reviews proposed job titles and job descriptions to determine the following: if the duties outlined in the proposed job description requires certification and if a similar job title currently exists. If the duties outlined in the proposed job description do not require certification, the request for approval of a new 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 job title. If the duties outlined in the proposed job description requires certification and cannot be performed under an existing job title, the county superintendent will make a determination of the appropriate unrecognized position title and school certification for the position. However, whether the duties outlined in the proposed job description may be fulfilled under an existing job title or county superintendent approves an unrecognized position title and school certification for the position, the individual in the position must hold the proper school certification.

Additionally, the county superintendent annually reviews all previously approved unrecognized position titles, and determines whether such titles shall be continued for the next school year. The private school for the disabled 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 position 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.

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 Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

KPA/JV/2006-2007 recognized job titles memo.doc  
Attachment

c: Isaac Bryant  
Albert A. Monillas  
William King  
Barbara Gantwerk  
Yut'se Thomas  
Raymond Montgomery  
Cecelia Downey  
Lisa McCormick  
County Superintendents  
County School Business Administrators  
County Supervisors of Child Study  
Judy Vazquez  
Jim Verner  
Elise Sadler-Williams