



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

June 19, 2009

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, 2009

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. This is the same as the 2008-2009 listing, but if any changes occur in October of 2009 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 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: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 2009-2010 Fiscal and Program Information forms filed by the school and reported on the school's 2009-2010 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 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: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 2009-2010 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/2009-2010 recognized job titles memo.doc

Attachment

c: Willa Spicer
Barbara Gantwerk
Gerald J. Vernotica
Donna Arons
Beth Brooks
Robert J. Cicchino
Roberta Wohle
Lisa McCormicklaine Lerner
Judy Vazquez
Jim Verner
Elise Sadler-Williams
Executive County Superintendents
Executive County School Business Administrators
County Supervisors of Child Study