



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

June 11, 2014

TO: Directors, Private Schools for Students with Disabilities

FROM: Kevin Dehmer, Director
Office of Fiscal Research and Data Analysis

SUBJECT: Annual Information - Private Schools for Students with Disabilities - Recognized Job Titles – Effective July 1, 2013

In accordance with N.J.A.C. 6A:23A-18.4(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), 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 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. No position codes/position titles were added in 2013-2014. The following position codes/position titles were added in 2011-2012: #3125 Teacher/Behavior Specialist and #0450 Dean of Program and Students. 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 does not require certification.

In accordance with N.J.A.C. 6A:23A-18.4(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 2013-2014 Fiscal and Program Information forms filed by the school and reported on the school's 2013-2014 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 does not 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, 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 2013-2014 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 Elise Sadler-Williams at (609) 777-4483.

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Attachment

c: David Corso
Yut'se Thomas
Michael Mindlin
Robert J. Cicchino
Lisa McCormick
Pam Castellanos
Peggy McDonald
Elaine Lerner
Elise Sadler-Williams
Executive County Superintendents
Executive County School Business Administrators
County Supervisors of Child Study