



**Office of Educational Services
Level I/III
Internal Management Procedures**

**Internal Management
Procedure #
SUP.003.SPED.02**

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Internal Management Procedure Title:

**Special Education Staff Qualifications
and Staff Development**

Effective Date:

May 3, 2021

Revised:

N/A

Authority :

N.J.A.C. 6A:14-1.2(b), 4.6, 13, 14

Promulgating Office:

Office of Educational Services
Division of Programs and Community Services

**Professional Association
Standard cited:**

N/A

Applicability: This Policy Statement applies to all New Jersey Department of Corrections' Organizational Unit Education Departments

Supersedes: N/A

Review Schedule:

This document is scheduled for review on or about April 1, 2023.

This document was reviewed and approved by:

**Darcella Patterson Sessomes, Assistant Commissioner
Division of Programs and Community Services on May 5, 2021**

and

Jecrois Jean-Baptiste, Director, Office of Educational Services on May 5, 2021

Documentation of the reviews/approvals are maintained by the APPM Unit.

I. PURPOSE

To establish procedures for providing a free appropriate public education and related services to age-eligible student- inmates identified as having educationally disabling conditions as defined by the Individuals with Disabilities Education Act (IDEA) and New Jersey Administrative Code 6A:14.

II. DEFINITIONS

The following terms, when used in this procedure, shall have the following meaning unless the context clearly indicates otherwise.

Active teaching staff means the instructors employed by OES whose positions require possession of instructional or educational services licenses in accordance with NJAC 6A:9-5.1 et. seq.

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Assistant Supervisor of Education (ASOE) means OES employee serving as the designated secondary supervisor to the Supervisor of Education, and acts as the primary supervisor in the absence of the SOE.

Case Manager/Case Management is the N.J.A.C. 6A:14 responsibility fulfilled by a member of the CST whose role is to oversee the implementation of the student-inmate's IEP. The case manager coordinates the development, monitoring and evaluation of the effectiveness of the IEP.

Child Study Team (CST) means a multi-disciplinary team made up of a school psychologist, learning disabilities teacher/consultant, School Social Worker and can include a speech therapist. The Child Study Team's responsibilities include, but are not limited to: evaluations, determination of eligibility, IEPs, case manager and support services.

Disabled means a student who has been determined to be eligible for special education and related services. **Division of Programs and Community Services** means the division responsible for correctional facility and community-based program opportunities for offenders, which includes the offices of Community Programs, Educational Services, Transitional and Social Services, Chaplaincy, County Services, Victim Services, Volunteer Services, PACE Unit, and the Gender Responsive Programming Unit.

Educational Staff is all staff hired to provide services under the direction of OES within NJDOC.

Individualized Education Plan (IEP) means a written document that outlines the education plan for a student who is entitled to special education services (N.J.A.C. 6A:14).

Individualized Education Program (IEP) Team consists of the student, one general education teacher, one special education teacher, at least one CST member who can interpret the instructional implications of evaluation results, the case manager, and a representative of the district who is qualified to provide or supervise the provision of special education and who is knowledgeable about the general education curriculum. If appropriate, the related services personnel and other individuals with specialized expertise or knowledge of the student can also serve on the IEP Team as per N.J.A.C. 6A:14-2.3 (k).

Language Line Services is an over-the-phone telephone interpretation system that permits the oral transmission of a message from one language into another language for those inmates who are LEP. Language Line Service interpreters listen to the limited English proficient (LEP) customer, analyze the message and accurately convey its original meaning to the NJ DOC staff member.

LEA means a Local Education Agency limited to school districts.

Learning Disabilities Teacher Consultant (LDTTC) means an employee of the Office of Educational Services (OES) under the CSC title of "Learning Disabilities Specialist" who serves as an expert in the Special Education procedures and regulations by virtue of credentials and experience mandated by the New Jersey Department of Education (NJDOE) LDTTC certification requirements.

Multi-Disciplinary IEP Team means the team required by IDEA. IDEA requires that, at a minimum, multidisciplinary IEP teams include a parent when student is under 18 years of age (a minor), general education teacher, special education provider, a representative of the school district, and an educational professional who can interpret assessment results.

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NJ Department of Corrections (NJDOC) means the agency of the Executive Branch of the New Jersey State Government which functions are to protect the public and provide for the custody, care, discipline, training, and treatment of persons committed to State correctional facilities.

Office of Educational Services (OES) means the office within the Department of Correction, Division of Programs and Community Services, that has been established to ensure inmates are provided with academic, vocational, and life skills programming that meet their demonstrated needs, within a framework that is consistent with the department's overall mission and in concert with all appropriate federal and State education statutes, codes, and regulations.

Organizational Unit means a division, correctional facility, or other work unit with the New Jersey Department of Corrections.

School Psychologist means a certified individual who serves as a member of the child study team. The School Psychologist supports students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior to help students' success academically, socially, behaviorally, and emotionally.

School Social Worker means a certified individual who serves as a member of the child study team. The School Social Worker employs appropriate social work methods in situation affecting the student's educational process. The school social worker acts as a key member of the support team to develop and implement plans that provide specialized support for the student.

SFEA student-inmate means an inmate who is eligible to receive educational services as defined by the State Facilities Education Act (SFEA).

Special Education SFEA Student-Inmate means an inmate with an Individualized Educational Plan (IEP). Supervisor of Education (SOE) means under the direction of a supervisory official in a state department, institution, or agency, organizes, administers, and supervises the total educational program in institutions or agencies; does related work as required.

III. POLICY

It is the policy of the OES to provide educational and related services to student-inmates identified as having educationally disabling conditions as defined in federal and state law. To ensure a free appropriate public education is available to a student-inmate with a disability, all personnel serving student-inmates with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to N.J.A.C. 6A:14-1.2(b)13-14.

IV. PROCEDURES

All personnel serving student-inmates with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law. When appropriate, the NJ DOE Credit Recovery Model will be used with the required technology.

The OES directs the SOE/ASOE of each facility to utilize appropriately certified and licensed staff to implement a student-inmate's IEP educational programming and related services. The SOE/ASOE will:

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- A. Maintain accurate and up-to-date copies of educational staff members' NJ DOE authorized teacher certifications;
- B. Assign instructional duties that align to staff with the appropriate corresponding NJDOE endorsed certification;
- C. Ensure that group size for classroom instruction does not exceed the limits listed in N.J.A.C. 6A:14-4.6.
- D. OES COHQ will maintain a binder with up-to-date certifications for all educational staff members.

The OES shall ensure that the in-service training need for professional staff who provide special education, general education or related services are identified. Appropriate in-service training shall be provided. The OES directs the SOE/ASOE of each facility to maintain information to demonstrate their efforts to:

- A. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
- B. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of student-inmates with disabilities that impedes the learning of student-inmates with disabilities and others;
- C. Acquire and disseminate to teachers, supervisors, OES personnel, and related services personnel, significant knowledge derived from educational research and other sources and how OES will, if appropriate, adopt promising practices, materials, and technology;
- D. Insure that the in-service training is integrated to maximize extent possible with other professional development activities; and
- E. Provide for joint training activities of special education, general education and related services personnel.

In the event that the appropriately certificated staff is not available to conduct the required content-specific instruction, the OES will implement a DOE approved alternative instructional plan to provide the adequate educational experience. This plan will include, but not be limited to, the use of distance learning technology and/or a credit recovery software program.

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V. CROSS REFERENCE DOCUMENTS and POLICIES

Document/ Policy Number	Title	Effective/ Revision Date
SUP.003.SPED.01	Special Education Procedural Safeguards	March 8, 2021
SUP.006.PDL.01	Professional Development and Professional Learning	July 1, 2020

VI. APPLICABLE FORMS

Form Number	Form Title	Effective/ Revision Date