

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT**  
**Office of the Director of Special Services & Policy**

*Engaging Students, Fostering Achievement, Inspiring Excellence*

**MEMORANDUM**

To: BHPRSD Employees  
Residents within the District

Fr: David C. Cappuccio, Jr., Director of Special Services & Special Education

Date: July 1, 2015

Re: **Special Education Instructional Aide**

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The Black Horse Pike Regional School District currently anticipates the need to hire a Special Education Instructional Aide for the 2015-6 school year. Job responsibilities include assisting special education, as well as general education, teachers in meeting the needs of Students with Disabilities, as outlined within the students' Individualized Education Programs (IEP).

The position requires a minimum of 60 college credits. County Substitute Teacher certification is required. The successful candidate will be compensated at an hourly rate in which education and experience may be considered.

The term of employment is for the 2015-16 school year; however, it is contingent upon student enrollment. The length of employment may also be terminated upon the provision of thirty (30) days' notice. The successful candidate will be required to work all days students are present. Number of hours worked per day may vary, according to the needs of students/school. Additional training days may be required, at which time the successful candidate would receive his/her contracted hourly rate.

Interested applicants shall send a letter of interest, application, and resume to the attention of Mrs. Roseann Borda, Administrative Assistant, at the Black Horse Pike Regional School District Central Administration Office, 580 Erial Rd., Blackwood, NJ 08012 no later than July 24, 2015. Specific questions regarding this position may be directed to Mrs. Jessica Caffrey, Supervisor of Special Services/Behavior Analyst, at (856) 227-4100 ext. 4308. This position is open to all qualified applicants, residents or non-residents, however the District will give preference to qualified individuals who are residents of BHPRSD. Thank you.

C: Administrators  
Supervisors  
BHPEA Staff  
BHP Support Staff  
BOE Members