

Secaucus Board of Education
HUMAN RESOURCES
20 Centre Avenue, Secaucus, New Jersey 07094
Robert Presuto, Superintendent

Elementary Basic Skills Teacher
2014-2015 School Year

(Pending availability of funds and Board approval)

The Secaucus Board of Education invites qualified and interested persons to apply for the position of **Elementary Basic Skills English Teacher**.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree from an accredited college or university.
2. New Jersey Department of Education Standard Certificate, Certificate of Eligibility (CE), or Certificate of Eligibility with Advance Standing (CEAS) in Preschool through Grade 3, Elementary School Teacher in Grades K-5 or K-6, or Elementary School Teacher.
3. New Jersey Department of Education Standard Certificate, Certificate of Eligibility (CE), or Certificate of Eligibility with Advances Standing (CEAS) in English Language Arts and/or Mathematics is highly desirable.
4. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position.

BASIC FUNCTIONS AND RESPONSIBILITIES

1. Plans a program of study that meets the individual needs, interests and abilities of students.
2. Evaluates student progress on a regular basis and prepares progress reports.
3. Instructs pupils in citizenship, basic communications skills and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the district.
4. Provides individual, small, and/or large group instruction, whenever appropriate, to adapt the curriculum to the needs of pupils with varying intellectual and special abilities.
5. Instructs pupils in proper care and use of textbooks, equipment and materials.
6. Establishes and maintains standards of pupil behavior needed to provide and orderly and productive environment.
7. Selects and requisitions books, instructional materials, equipment, aids, and maintains required inventory records.
8. Develops instructional plans and organizes class time to provide a balanced program of instruction.
9. Develops and maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.
10. Supervises out-of classroom activities for pupils during the assigned working day, as required.
11. Plans and coordinates the work of aides, teacher assistants, and other paraprofessionals.
12. Identifies pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

13. Communicates with parents and pupil staff members on the individual pupil's progress and development.
14. Maintains basic attendance accounting and business service as required.
15. Develops and participates in the sponsorship of student activities and faculty committees.
16. Acts as a resource person on an interdepartmental level to relate appropriate aspects of his/her subject area to other subject areas.
17. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of all assigned students.
18. Files paperwork in a timely fashion with administration.

REPORTS TO: Principal

SALARY & EMPLOYMENT PERIOD

1. Salary Range: Current starting salary range \$57,484 - \$64,994 *prorated*
2. Employment Period: ASAP - June 30, 2015

HOW TO APPLY

The Secaucus Board of Education is only accepting electronic applications. Please apply online at www.sboe.us.

OPENING DATE: January 13, 2015

CLOSING DATE: January 26, 2015

“Growing Global Learners through Positive Culture and Academic Challenges”

**THE SECAUCUS BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Board approved 1/12/2015