

Bridgeton Public Schools

Job Description

POSITION:

Teacher

QUALIFICATIONS:

1. As determined by New Jersey state certification requirements and the Board of Education.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Building principal and/or other appropriately certificated superior as designated by the Superintendent.

JOB GOAL:

Teaching staff members shall make every effort to instruct students in their charge within the scope of their professional expertise, in accordance with the curriculum adopted by the Board of Education, and to carry out other assigned responsibilities as delegated by administrative and Board of Education policy.

PERFORMANCE RESPONSIBILITIES:

1. Must be in their respective building at least fifteen minutes prior to the scheduled time for the opening of each school session and remain in the building at least thirty minutes at the close of the afternoon session. Must be in their homeroom or at their assigned posts at least fifteen minutes before pupil's arrival.
2. Must, upon entering or leaving the building, record the time on a record sheet that is placed in the principal's office or such other places designated by the principal.
3. Directs that the morning exercises of all schools shall commence with the Salute to the Flag.
4. Plans and teaches a program of study that, as much as possible, meets the individual needs, interest and abilities of students, and gives evidence of student growth.
5. Creates a classroom environment that is safe, conducive to learning, and appropriate to the maturity and interest of students.
6. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like, to communicate these objectives to students.
7. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
8. Assesses the accomplishments of students on a regular basis and provides progress reports as required.

9. Prepares daily lesson plans under the direction of the principal in alignment with the Core Curriculum Content Standards. Plans are to be made for at least one week in advance.
10. Is aware that all questions of a sectarian or partisan nature, if considered a necessary part of the curriculum, should be treated discreetly and unbiased.
11. Shall not, unless specially sanctioned by the Superintendent and the Board of Education, allow the solicitation or collection of money or sale of tickets for any purpose whatever during school hours or on school property.
12. Seeks the assistance of district specialist to help identify students having problems in the classroom.
13. Counsels and communicates with administrators, colleagues, students, and parents as needed.
14. When communicating with parents, endeavors through cooperation with the home to secure better results when a pupil is doing unsatisfactory work or to extend commendations when deserved. Such communication should always be free from harsh criticism and show a spirit of cooperation and sympathy. Teachers should make an effort to know the parents of their pupils.
15. Assist the administration in implementing all policies, procedures, and/or rules governing staff and student life and conduct. In the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in a fair and just manner.
16. May be required to substitute whenever needed, or perform certain clerical duties requested by the principal or Superintendent.
17. Develops purposeful assignments for para-professional.
18. Strives to maintain and improve professional competence.
19. Gives definite attention to the physical condition of pupils and if advisable reports concerns immediately to the principal.
20. Sends no pupil from the school grounds. Permission for a pupil to leave school for any reason at the request of the parent or guardian during school hours may be granted only by the principal or his/her designee.
21. Attends staff meetings and serves on staff committees as requested.
22. Assist in the supervision of students as the need arises, both in the school building and on the school grounds as directed by the school administrator.
23. Prepares with neatness and accuracy all reports and complete such forms as may be required by the proper school authorities.
24. Is directly responsible for all textbooks and apparatus assigned to them. In the distribution of textbooks, teachers should exercise due care in making the proper entries on distribution forms, noting the condition of the books. When a book has been lost, damaged or spoiled beyond ordinary wear and tear, the principal shall assess the pupil such sum of money as may be deemed sufficient to cover the damage.
25. Shall perform other related duties as assigned.

TERM OF EMPLOYMENT: 10 Months.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.