

**JOB TITLE:** Teacher

**REPORTS TO:** Principal

**SUPERVISES:** Students

**NATURE AND SCOPE OF JOB:**

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the New Jersey Student Learning Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Teacher work collaboratively with the building administrator, other members of the school staff and with the parents of each student.

**QUALIFICATIONS:**

The Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:26-2 *et. seq.* and 27-2, and N.J.A.C. Title 6 Chapter 11, with appropriate elementary education endorsement or subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 *et. seq.*).
2. Have excellent experience in or potential for teaching and working with children.
3. Have integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Teacher shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Plan and implement learning experiences for students consistent with the district and school's philosophy, mission statement, instructional goals and school level objectives.

4. Plan and organize sequential learning experiences with a variety of instructional strategies, using State Frameworks, approved curricula and instructional materials, so that each student meets and exceeds the New Jersey Student Learning Standards.
5. Plan and implement learning experiences to address and meet each student's needs, interests, and skill levels, encouraging the student to define individual goals and accept responsibility for learning.
6. Employ a variety of instructional strategies to engage the learners in tasks that require analytical and critical thinking, questioning the known, problem solving, and creativity.
7. Monitor the pacing of instruction and budget class time effectively and efficiently.
8. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, challenging instructional strategies, and effective classroom management techniques.
9. Demonstrate fairness and consistency when applying rules and grading of students.
10. Establish a professional rapport with students that earns their respect.
11. Communicate regularly with parents, seeking their support, and advice, so as to create a cooperative relationship to support the student in the school.
12. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of techniques. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
13. Encourage a variety of methods for students to demonstrate learning and accomplishments.
14. Evaluate homework, assignments, and tests in a timely fashion, providing feedback to the students.
15. Provide differentiated learning experiences for the range of skill levels found in the classroom, managing multiple instructional activities simultaneously.
16. Assess regularly the accomplishments of each student and the effectiveness of the learning experiences, adjusting the program as necessary. Maintain records and provide evidence of growth and progress to parents and to students.
17. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
18. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
19. Provide clear directions, outline expectations, and effectively bring to closure instructional experiences.
20. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
21. Submit lesson plans in the approved format to the Principal and/or supervisor as required and requested.
22. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
23. Establish clear classroom routines, and follow school schedules, rules and procedures.
24. Assume responsibility for all students within the school, supervising in a fair and constructive manner.
25. Assist with supervision of students in non-classroom areas and in areas as assigned, including lunchroom, corridors and school grounds.
26. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
27. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
28. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.

29. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
30. Work with adults assigned to the classroom (e.g., teacher aides, student teachers, parents, volunteers), establishing clear expectations for roles and responsibilities.
31. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching.
32. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
33. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development and in the selection of materials and equipment to support instruction.
34. Advise immediately appropriate school personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
35. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in the content field, learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
36. Operate electronic and other equipment needed to carry out job functions and responsibilities.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
38. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Curriculum and Instruction and not otherwise prohibited by law or regulation.
39. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**EVALUATION CRITERIA:**

The holder of the position of Teacher shall be evaluated by the Principal, Assistant Principal, and/or Director of Curriculum and Instruction in accordance with Policy No. 3221, Regulation No. 3221, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised: 14 April 2004

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