

Teaching Positions

Board Approved – 9/18/19

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Teacher

QUALIFICATIONS:

1. Valid New Jersey instructional certificate with appropriate endorsement or eligibility
2. Minimum experience as determined by the Board
3. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities; ability to maintain a positive learning environment
4. Meets the No Child Left Behind (NCLB) requirements, if applicable
5. Strong interpersonal and communication skills
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Appropriate Administrator

SUPERVISES: Assigned students

JOB GOAL: To provide an approved program based on the assignment and establish a class environment that fosters learning and personal growth; to help students to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Policy and Planning
 - Participates in the development of the District's plan for education.
2. Learning Climate/Instruction
 - Works to achieve state core curriculum content standards and District educational goals and objectives by promoting active learning in the classroom using Board-adopted curriculum and other appropriate learning activities.
 - Develops lesson plans and instructional materials and provides instruction to meet the needs of each student.
 - Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
 - Works cooperatively with teaching staff to coordinate instructional activities and to monitor the progress of each student.

- Maintains records of student's educational progress in class record books and/or Board-approved forms and summarizes these marks for reporting purposes.
 - Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
 - Budgets class time effectively.
 - Devises written and oral assignments and tests that require analytical and critical thinking, as well as the reproduction of facts.
 - Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
 - Oversees and directs all activities of the teacher assistant(s).
3. Students
- Provides instruction to students in accordance with Department of Education guidelines.
 - Monitors student academic progress and personal growth toward stated objectives of instruction.
4. Community
- Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
 - Makes effective use of community resources to enhance the instructional program.
5. Other
- Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
 - Participates in school-level planning, faculty meetings/committees, and other school system groups.
 - Performs other duties within the scope of his/her employment and certification as may be assigned.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.