

**TITLE:** **CLASSROOM TEACHER**

**QUALIFICATIONS:** Meet necessary certification requirements of  
The State of New Jersey

**REPORTS TO:** Building principal or other appropriately  
Certified administrator as designated by the  
Superintendent of Schools.

**JOB GOAL:** Accommodate individual needs and to create a classroom  
environment that supports learning and personal growth, as well as  
rapport with students.

**EVALUATION:** Teachers are evaluated on their performance using the Achieve NJ  
Teacher Evaluation components; Teacher Practice and Student  
Achievement and for select teachers, Student Growth Percentiles.  
Performance of this job will be evaluated two or three times  
annually in accordance with state law and the provisions on the  
Board's policy on evaluation of certificated personnel.

**PERFORMANCE RESPONSIBILITIES:**

In order to fulfill his/her professional responsibilities the **CLASSROOM TEACHER** shall:

**Develop lesson plans and instruction**

- Teach subject matter in accordance with grade level and/or department assignment, New Jersey Student Learning Standards, curriculum adopted by the Board of Education, and utilize resources provided.
- Employ techniques of instruction that achieve the stated learning objectives and differentiate to meet the varying needs and abilities of the students.
- Follow district guidelines when creating lesson plans.
- Post daily lesson plans using district-approved software.
- Be responsible for student growth in the course/grade level in accordance with student abilities, past levels of achievement and the learning objectives of the curriculum.
- Evaluate pupils' academic and social growth and keep appropriate records.

### **Climate and pupil contact**

- Establish positive teacher-student relations and contribute to social emotional development of students.
- Help to promote a culturally responsive classroom and school climate.
- Maintain confidentiality of all student records and information.
- Uphold and enforce school rules, administrative regulations, and Board Policies.
- Ensures the safety of students by following district-approved safety and security procedures.
- Supervise behavior in the hallways, lunchroom, and on school grounds for the safety and well-being of students, personnel, and visitors when deemed necessary by the building principal and/or district administration.

### **Contact with parents and community**

- Communicate regularly with parents by means of newsletters, notes, phone calls, emails, conferences, etc.
- Follow district guidelines in reference to posting of grades, assignments, etc. using district approved software.
- Make effective use of community resources to enhance the instructional program.

### **Professional contacts and activities**

- Support the mission of the Hopewell Valley Regional School District.
- Maintain a professional manner in any activity connected directly or indirectly with the school district.
- Maintain and improve professional competence and continuous improvement through professional development.
- Work collaboratively with colleagues and administration throughout the district.
- Maintain a professional appearance on a daily basis specifically with attire and grooming.
- Attend all contractual meetings as well as participate in district, building and community committees when appropriate.

### **Other**

- Demonstrate proficiency in the district's technology competencies.
- Performs other duties within the scope of teacher employment and certification as may be assigned by administration.

Reviewed by Personnel Committee: 04/15/19

Reviewed and adopted by Board of Education: 05/20/19