

## **PROFESSIONAL STAFF POSITION**

**TITLE:**

Elementary Education Teacher

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:**

Building Principal and Subject Area Director/ Supervisor

**SUPERVISES:**

Pupils, and when assigned, assists classroom teachers, student teachers and classroom aides/ paraprofessionals

**FUNCTION:**

Provides an approved elementary education program and establishes a class environment that fosters learning and personal growth. Helps pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships with parents and other staff members.

**DUTIES:**

1. Works to achieve state/ national core curriculum content standards and district educational goals by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
5. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
6. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

7. Identifies pupil needs and provides instruction appropriate to those needs.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
9. Budgets class time effectively
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
12. Makes effective use of community resources to enhance the instructional program.
13. Cooperates with other professional staff members in assessing and resolving learning problems.
14. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
15. Participates in school-level planning, faculty meetings/ committees and other school system groups.
16. Upholds and enforces school/ district rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/ her employment and certification as may be assigned.

**TERMS OF  
EMPLOYMENT:**

Work year and salary to be determined by the board.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of Board of Education Policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.