

Middlesex Public Schools

**JOB DESCRIPTION**

**Job Title:** **K-12 SUBJECT AREA TEACHER\***

**Qualifications**

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
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

**\*As defined in N.J.A.C.6A:9-9 Instructional Certificates**

**Reports to:** Principal/Designated Administrator

**Supervises:** Pupils, and when assigned, student teachers, classroom aides and classroom assistants

**Job Goal:** To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils 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. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for 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. Assesses pupil academic progress and personal growth toward stated objectives of instruction.

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5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents to inform them about the school program and to discuss pupil progress.
10. Utilizes written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises pupils in out-of-classroom activities as assigned.
12. Maintains professional competence and continuous improvement through in-service education and/or other professional growth activities.
13. Participates in school level planning, faculty meetings or committees and other school system groups.
14. Upholds and enforces school rules, administrative regulations and board policy.
15. 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 Contract.

**Evaluation** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**Approved by:** Board of Education **Date:** November 23, 2005

**Revised:** \_\_\_\_\_

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**Legal References**

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act  
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:25-4 School register; keeping  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for non-citizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.A.C. 18A:37 Discipline of pupils  
N.J.A.C. 6:3-3.1 et seq. Conditions of employment for teachers  
N.J.A.C. 6:3-4A.4 Requirements of physical examinations  
N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation  
N.J.A.C. 6:3-5.1 et seq. Seniority  
N.J.A.C. 6:3-6 Pupil records  
N.J.A.C. 6:8 Thorough and efficient system of free public schools  
N.J.A.C. 6:3-9 Attendance and pupil accounting  
N.J.A.C. 6A:7 Managing for equality and education in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
See particularly:  
N.J.A.C. 6A:9-3.3 Professional standards for teachers  
N.J.A.C. 6A:9-5 General certification policies  
N.J.A.C. 6A:9-8 Requirements for instructional certificate  
N.J.A.C. 6A:9-9.1 Authorizations-general  
N.J.A.C. 6A:9-9.2 Endorsements and authorizations  
N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:16 Programs to support student development  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.