



# NEW BRUNSWICK PUBLIC SCHOOLS

## JOB DESCRIPTION

### TEACHER

#### REPORTS TO:

Building Principal or Superintendent of Schools Designee

#### SALARY GRADE:

As per NBEA contract

#### NATURE AND SCOPE OF JOB:

Teaching staff members are responsible within the scope of their certification for providing a class environment and instructional program that is conducive to student learning and growth in accordance with the curriculum and policies adopted by the Board of Education.

#### JOB QUALIFICATIONS:

New Jersey Teacher Certification(s) in the subject area.

#### ESSENTIAL JOB FUNCTIONS:

- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates an atmosphere that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process (consistent with the course of study) toward the achievement of curriculum goals and objectives and communicates these goals and objectives to the students.
- Maintains regular attendance and other required records.
- Conveys a constructive image of the district, the school, and the profession.
- Strives to maintain and improve professional development.
- Seeks the assistance of district specialists, as needed, to attempt to remediate learning difficulties exhibited by assigned students.
- Attends staff meetings and serves on staff committees as required.
- Communicates with parents, school counselors, and other staff members regarding pupil progress.
- Establishes procedures of control to allow a maximum of teaching and a minimum of disciplinary action with due consideration given to the composition of the class.
- Encourages students to set and maintain standards of school behavior.
- Evaluates each pupil's performance and growth in knowledge and understanding and prepares appropriate reports.
- Performs other duties that may be assigned by his/her superior(s) under authority of the Board of Education.

#### DATE REVISED:



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### WORK ENVIRONMENT:

This job operates in a classroom environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**DATE REVISED:**