

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: K-12 Subject Area Teacher, Basic Skills
Instruction Teacher, English As a Second Language Teacher

REPORTS TO: Principal/ Vice Principal/Designated Administrator and/or Supervisor

SUPERVISES: Pupils, and when assigned, student teachers and oversees and directs paraprofessional classroom aides

JOB GOAL: To provide an approved education program and establish a class environment that fosters learning and personal growth. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education and to foster workplace readiness skills. To enable pupils to become competent, responsible and contributing members of society, and to maintain positive relationships with parents and other staff members.

QUALIFICATIONS:

1. New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Meets the Highly Qualified Teacher Standard
3. Demonstrated knowledge of subject specialty and effective teaching methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development within the classroom using board adopted curriculum and other appropriate learning activities.
2. Develops lesson plans, utilizes instructional materials and provides differentiated instruction in order to adapt the curriculum to needs of each pupil.
3. Sets specific measurable objectives, wherever possible, in lesson preparation and lesson plans. Presents lessons which effectively achieve these objectives.
4. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

5. Takes adequate measures to ensure the health, safety and welfare of pupils.
6. Maintains records of pupil's educational progress in class record books and/or board approved format and summarizes these records for reporting purposes.
7. Maintains records of pupil's attendance in class record books and/or board approved format and summarizes these records for reporting purposes.
8. Communicates with parents through conferences and other means to discuss pupil progress and inform them about the school program.
9. Identifies pupil needs and cooperates with other professional staff members in assessing and addressing learning problems.
10. Reviews and implements pupils' Individual Education Plans (IEP) and Section 504 Plans as applicable.
11. Establishes and maintains standards of pupil behavior needed to achieve a classroom and school climate conducive to learning.
12. Plans and utilizes class time efficiently and effectively.
13. Provides varied types of assessment that require analytical and critical thinking and measure pupil performance.
14. Plans and implements class activities and lesson presentations that are age and developmentally appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
15. Encourages each student to seek knowledge, ask questions and grow in self-knowledge and self-discipline.
16. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
17. Participates in school/district planning, faculty meetings and committees.
18. Encourages, through personal example, positive student participation in school/community programs and activities in order to enable students to become well-rounded individuals.
19. Maintains punctual and regular attendance as prescribed by the Board of Education.
20. Upholds and enforces school rules, administrative regulations and board policy.
21. Performs other duties which are within the scope of employment and certification as may be assigned by administrator(s)/supervisor(s) under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

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.

PROPOSED: April 26, 2005

ADOPTED: May 3, 2005

Revised:

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.A.C. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6:3-3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records

K-12 SUBJECT AREA TEACHER, BASIC SKILLS
INSTRUCTION, ENGLISH AS A SECOND LANGUAGE

<u>N.J.A.C. 6:4-1.5</u>	School and classroom practices
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship requirement
<u>N.J.A.C. 6:11-5</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6</u>	Endorsements for instructional certificate
<u>N.J.A.C. 6:11-13.2</u>	Amount, duration and content of required continuing professional development
<u>N.J.A.C. 6:20-1</u>	Attendance and pupil accounting
<u>N.J.A.C. 6:26</u>	Intervention and referral services for general education pupils
<u>N.J.A.C. 6:29-7.4</u>	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.