

# ORANGE TOWNSHIP PUBLIC SCHOOL DISTRICT

451 Lincoln Avenue, Orange, NJ 07050

## JOB DESCRIPTION PRE-SCHOOL TEACHER

### NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each child the skills, attitudes, and knowledge to meet and exceed the New Jersey Preschool Teaching and Learning Standards, following the approved curricula and directives of the school. In addition, Preschool Teachers will strive to meet the highly effective criteria for the preparation of lesson plans, the use of data to drive instruction, the delivering of quality instruction, addressing the needs of diverse learners through differentiation, classroom environment, leadership, and professionalism. Achieving academic excellence requires that the Preschool Teacher work collaboratively with other members of the school staff and with parents of each child.

### QUALIFICATIONS:

1. Hold a New Jersey instructional certificate with P-3 endorsement and/or other content appropriate endorsement(s) (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Hold and maintain a valid driver's license with no serious violations (if applicable to assignment).
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Demonstrate a comprehensive knowledge of theory and practice in Early Childhood Education.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

### JOB FUNCTIONS AND RESPONSIBILITIES:

1. Establishes high standards and expectations for all students for academic performance and responsibility for behavior.
2. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Plans and implements sequential learning experiences, based on the use of data, using a variety of instructional strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the New Jersey Preschool Teaching and Learning Standards. The learning experiences shall follow and use approved curricula and instructional materials.
4. Plans and implements instruction to ensure that all students meet and exceed the New Jersey Preschool Teaching and Learning Standards in the ten content areas:
  - a. • Language Arts Literacy (Speaking and Listening);
  - b. • Mathematics;
  - c. • Science;
  - d. • Social Studies, Family and Life Skills;
  - e. • World Languages
  - f. • Health, Safety and Physical Education;

### REPORTS TO:

SCHOOL  
BUILDING  
ADMINISTRATO  
RS

### SUPERVISES:

STUDENTS  
PARAPROFESSIONA  
LS (IF APPLICABLE)

### SALARY:

COMMENSURATE W /  
EDUCATION &  
EXPERIENCE

### UNION AFFILIATIO N:

ORANGE  
EDUCATION  
ASSOCIATION

### EMPLOYMENT TERMS:

10 – MONTHS

- g. Visual and Performing Arts
  - h. Approaches to Learning
  - i. Technology
  - j. Social and Emotional Development
5. In those areas in which a teacher specialist takes the primary responsibility for the content and skills of the Standard, the elementary teacher will coordinate classroom instruction with the teacher specialist in order to reinforce learning and student achievement.
  6. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
    - a. • Develop career planning and workplace readiness skills;
    - b. • Use technology, information, and other tools;
    - c. • Use critical thinking, decision-making, and problem solving skills;
    - d. • Demonstrate self management skills; and
    - e. • Apply safety standards.
  7. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
  8. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Maintains a classroom environment that supports learning and encourages student growth. Organizes and supervises approved field trips to enhance classroom learning.
  9. Monitors the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
  10. Submits highly effective lesson plans that are reflective of quality instruction, in the approved format to the Principal or Supervisor as required and requested.
  11. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
  12. Provides a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Disciplines students in a fair and consistent manner, using school approved procedures. Seeks assistance of the parents and the Principal when needed.
  13. Establishes a professional rapport with students that earns their respect.
  14. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
  15. Assesses and diagnoses the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Plans and adjusts the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
  16. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
  17. Employs a variety of methods for students to demonstrate learning and accomplishments. Maintains records and provides evidence of growth and progress to parents and to students.
  18. Assumes responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
  19. Assists with extra-curricular activities, supporting the total program of the school. Instructs, advises, coaches, and supervises extra-curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs.
  20. Attends student events to demonstrate genuine interest in the life of the students.
  21. Ensures the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
  22. Creates a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
  23. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintains accurate attendance records. Accounts for all funds collected from students.
  24. Works cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
  25. Serves as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
  26. Maintains positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
  27. Attends required staff meetings and serves, as appropriate, on staff committees. Participates in curriculum and program development, and in the selection of materials and equipment to support instruction.
  28. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
  29. Continues to grow professionally through collaboration with colleagues and professional growth experiences. Summarizes, interprets, and disseminates current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
  30. Completes the required 20 clock hours of State-approved continuing professional development annually in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13); as well as, attendance compliance to mandated district professional development days and sessions.
  31. Recommends to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
  32. Maintains in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.

33. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
34. Completes mandated training programs as required by law.
35. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
36. Completes and adheres to district mandates as directed by the District Superintendent or designee; i.e. non-negotiables, bulletins, emails, goals and objectives, etc.
37. Performs any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

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 accommodations 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, hear and demonstrate evidence of understanding.
4. Use close vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, 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.

### **ENVIRONMENTAL DEMANDS:**

The environmental 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.

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.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or State Law.

## **THE ORANGE BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER**

**Revised: 1/14/2020**  
**Approved: 2/14/2017**

**BOARD OF EDUCATION APPROVAL DATE:**

\_\_\_\_\_

**EMPLOYEE EXPECTATION:**

The following job description was reviewed with the employee on \_\_\_\_\_.

Administrator: \_\_\_\_\_.

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*C: Personnel File*