

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Certificated

POSITION: Teacher – Early Childhood Education

DEPARTMENT: Early Childhood

QUALIFICATIONS:

1. Valid New Jersey P-3 Certificate, Certificate of Eligibility or Elementary Education Endorsement with 2 years preschool (3 and 4 year olds) experience as lead teacher.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
3. Strong interpersonal and communication skills.

REPORTS TO: Building Principal

OVERALL RESPONSIBILITY:

To provide approved early childhood education programs and developmentally appropriate early childhood practices that 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.

ESSENTIAL AREAS OF RESPONSIBILITY:

1. Works to achieve state ECE expectation standards of quality and district educational goals and objectives 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 implements activities to effectively achieve these objectives.
4. Monitors pupil developmental progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's developmental progress in board approved forms and summarizes these findings for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving concerns pertaining to developmental progress.

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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 through conferences and other means to inform them about the school program and to discuss pupil progress.
10. 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.
11. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
12. Participates in school-level planning, faculty meetings/committees and other school system groups.
13. Makes effective use of community resources to enhance the instructional program.
14. Upholds and enforces school rules, administrative regulations and Board policy.
15. Performs other duties as assigned by the Director of Early Childhood and/or Building Principal which falls within the scope of his/her employment.

TERMS OF EMPLOYMENT:

10 month contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance will be evaluated in accordance with the Board's policies and procedures.

ADOPTED BY: Pemberton Township Board of Education

DATE: 1974

REVISED: March 27, 2003