

**PRINCETON PUBLIC SCHOOLS  
TEACHER**

**BOARD REAPPROVED  
June 9, 2020**

**UNIT AFFILIATION:** PREA

**JOB TITLE:** TEACHER

**REPORTS TO:** BUILDING PRINCIPAL (or other appropriately certificated supervisor as designated by the Superintendent)

**QUALIFICATIONS:**

- Valid New Jersey Instructional Certificate with the appropriate teaching endorsement

**PERFORMANCE RESPONSIBILITIES:**

- A. Teach subject matter in accordance with grade level or department assignment, utilizing course(s) of study, adopted by the Board of Education and utilizing resources provided to meet the school district's goals
- B. Create a classroom milieu that is conducive to learning and appropriate to the maturity and interest of students
- C. Establish positive teacher-student relations
- D. Prepare and maintain daily lesson plans in accordance with district curriculum guides
- E. Maintain professional competence through in-service educational activities such as, but not limited to those provided by the district, self-selected professional growth activities, and those activities agreed upon in the professional improvement plan
- F. Be responsible for student growth in the course/grade level in accordance with: student abilities and effort, past levels of achievement, and the objective of the course of study or grade level
- G. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom
- H. Plans programs meeting the varying needs and abilities of students, translating the Board's commitment to equal educational opportunity into classroom practice
- I. Employ techniques that achieve the stated objectives
- J. Maintain open communications with parents and be available for conferences (during, before, and after-school hours)
- K. Work cooperatively with other members of the staff and maintain an ethical and professional posture
- L. Evaluate student's academic growth, keep mandated records, and prepare reports of progress as required
- M. Monitor behavior in hallways, lunchroom, and school grounds when necessary to ensure the safety and well-being of students, personnel, and visitors
- N. Attend staff meetings as required, serve on staff committees as requested
- O. Uphold and enforce school rules, administrative regulations, and Board policy
- P. Supervise Board approved extra-curricular programs
- Q. Be responsible for the performance of other tasks that may be assigned by the building principal or other appropriately designated supervisors

**HUMAN RESOURCES MISSION STATEMENT:**

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**AMERICANS WITH DISABILITIES ACT STATEMENT:**

**External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.**

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

---

Signature of Applicant/ Employee

Date

**EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER**