



Secaucus Public School District

685 5th Street
SECAUCUS, NEW JERSEY 07094
PHONE: (201) 974 – 2000

Mark Toback, Ed.D.
Interim Superintendent of Schools

Grace Yeo
Business Administrator / Board Secretary

English/ELA

The Secaucus Board of Education invites qualified and interested individuals to apply for the position of **English /ELATeacher. (Grant Funded)**

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree from an accredited 4-year college/university.
- New Jersey Department of Education Teacher of English Certificate or Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS).
- Advanced placement language and/or literature experience preferred.

BASIC FUNCTIONS AND RESPONSIBILITIES

- Plans a program of study that meets the individual needs, interests, and abilities of students.
- Evaluates student progress on a regular basis and prepares progress reports.
- Instruct students in citizenship, basic communications skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the district.
- Provides individual, small, and/or large group instruction, whenever appropriate, to adapt the curriculum to the needs of students with varying intellectual and special abilities.
- Instructs students in proper care and use of textbooks, equipment, and materials.
- Establishes and maintains standards of student behavior needed to provide an orderly and productive environment.
- Selects and requisitions books, instructional materials, equipment, aids, and maintains required inventory records.
- Develop instructional plans and organizes class time to provide a balanced program of instruction.
- Develops and maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.
- Supervises out of classroom activities for students during the assigned working day, as required.
- Plans and coordinates the work of aides, teacher assistants, and other paraprofessionals.
- Identifies students' needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Communicates with students, parents and staff members on the individual student's progress and development.
- Maintains basic attendance accounting and business services as required.
- Develops and participates in the sponsorship of student activities and faculty committees.
- Acts as a resource on an interdepartmental level to relate appropriate aspects of his/her subject area to other subject areas.
- Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of all assigned students.

REPORTS TO: Principal

SALARY AND EMPLOYMENT

Salary Range: Current starting salary range \$61,700 - \$69,210 as per the 2023-2026 SEA Contract

Employment Period: February 3, 2025 – June 30, 2025

HOW TO APPLY

The Secaucus Board of Education only accepts electronic applications.

Please apply online at www.sboe.org.

OPENING DATE: December 20, 2024

CLOSING DATE: Until Filled

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

Board approved December 19, 2024