

THE TEANECK PUBLIC SCHOOL DISTRICT

Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: CLASSROOM TEACHER

Academically Gifted	Mathematics	Remedial Services
Business Education	Music	Science
Elementary (P-6)	Physical Education	Social Studies
English	Practical Arts	Technology
Fine & Performing Arts	Reading	World Language

ADMINISTRATIVE RELATIONSHIP: Reports to the building Principal and/or Supervisor/Director of Instructional Programs

ESSENTIAL QUALIFICATIONS:

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Valid New Jersey Instructional Certificate with endorsement in subject or area assigned.
3. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations for the improvement of the school program.
4. Demonstrated ability to work harmoniously in a multicultural, diverse community.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

ESSENTIAL FUNCTIONS OF POSITION:

1. Become familiar with established curricula.
2. Meet, take attendance and instruct assigned classes in the locations and at the times designated.
3. Develop and implement daily or weekly lesson plans and instructional materials in order to adapt the curriculum to the needs of the students.
4. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate students' academic and social growth, keep accurate and complete records, and prepare appropriate reports.
7. Supervise students in and out of the classroom during the school day in accordance with school rules, administrative regulations, and Board policy.
8. Employ instructional methods and materials that meet curricula objectives and are appropriate for student progress. Said methods and materials to be used in concert with the instructional model adopted by the Board of Education.
9. Work cooperatively with professional staff members to identify, assess, and help students with health, attitude and learning problems.
10. Communicate with parents and the community in accordance with school and district practice.
11. Administer student assessment instruments in accordance with district testing policy and program, analyze the results and plan instruction accordingly.
12. Assist in curriculum development and in the selection of instructional materials in accordance with Board policy and state and federal laws.
13. Continue to improve professional competence through district-sponsored staff development projects and self-initiated and conferences, workshops and courses; remain current through professional literature and journals.
14. Attend staff and professional meetings.
15. Participate in in-service training programs as directed.
16. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
17. Implement the professional improvement plans as specified in the observation and/or evaluation reports.
18. Perform, as assigned by the Superintendent or his/her designee, additional or alternate duties which are within the scope of employment and certification.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to

equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

Ten-month position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township Education Association.

EVALUATION:

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

Board Approved: May 9, 2012