

UNION COUNTY VOCATIONAL – TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: **TEACHER**

REPORTS TO: Principal or Designee

QUALIFICATIONS:

1. Bachelor's degree
2. New Jersey Instructional Certification or Certificate of Eligibility
3. Teaching experience in a secondary school preferred
4. Four years related working experience in business/industry (vocational)
5. Good written and verbal communication skills
6. Good interpersonal skills
7. Alternatives to the above qualifications may be substituted as deemed appropriate by the board of education
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

RESPONSIBILITIES:

The teacher is responsible for the instructional planning, implementation and development of the curriculum, student supervision and evaluation. He/she will maintain an environment that is conducive to learning and provide for the health and safety of the students.

DUTIES:

A. INSTRUCTIONAL COMPETENCIES

1. Planning Skills

- a. Utilizes established curriculum objectives in planning lessons
- b. Prepares and submits written daily lesson plans which have clearly defined measurable objectives and adequate provisions for assessment of student learning
- c. Ensures inclusion of New Jersey Core Curriculum Content Standards where applicable
- d. Provides opportunities for students to participate in local, state and national competitions and/or projects, if applicable.
- e. Adapts teaching methods and materials to meet the needs of all students
- f. Research and prepare purchase requisitions for instructional supplies, materials, textbooks and equipment as necessary

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2. Instructional Skills

- a. Demonstrates effective written and verbal communication skills
- b. Demonstrates knowledge, understanding and application of subject matter
- c. Communicates the objectives of the lesson to the students in a clear and concise manner
- d. Teaches to the intended objectives, providing appropriate time-on-task
- e. Utilizes a variety of instructional strategies and materials
- f. Provides appropriate safety instruction and testing according to the program curriculum
- g. Utilizes varied and effective questioning techniques
- h. Provides for student individuality including varied interests, abilities and/or styles
- i. Encourages high expectations for student performance
- j. Actively engages the involvement of all students
- k. Develops and encourages critical thinking skills
- l. Demonstrates enthusiasm and excitement for learning
- m. Investigates and incorporates appropriate educational technology in the classroom / lab / shop such as computers, internet, software, hardware, tools, etc.

3. Classroom/Lab/Shop Management Skills

- a. Provides for health and safety of all students
- b. Establishes and maintains a classroom/lab/shop environment that is conducive to learning
- c. Demonstrates fairness and consistency in interactions with students
- d. Promotes student leadership
- e. Maximizes use of instructional time through the establishment of effective procedural routines
- f. Provides opportunities for students to share responsibility for implementing classroom/lab/shop procedures
- g. Encourages positive student attitudes and feelings of success
- h. Accounts for books, supplies, materials and equipment
- i. Maintains a grade/attendance book to record student progress and daily attendance
- j. Explains grading criteria and standards of and evaluation to students

Job Description: Teacher (continued)

4. Curriculum Development

- a. Is knowledgeable of current New Jersey Core Curriculum Content Standards, Best Practices and recommendations of professional associations pertaining to his/her teaching discipline
 - b. Monitors subject and pedagogical contents of assigned curriculum guide documents, ensuring congruence with state/occupational and applicable professional association teaching and learning practices and standards
 - c. Maintains ongoing dialog with colleagues from other teaching disciplines and exploits opportunities for developing interdisciplinary curricula units and activities
 - d. Submits written recommendations for changes to curriculum guide documents as warranted by the activities described above or when requested by Curriculum Coordinators, Subject Supervisors, or other administrators.
5. Other
- a. Organizes and coordinates an effective advisory board, if appropriate
 - b. Performs other related duties as assigned by the principal or designee

B. HUMAN RELATIONS

1. With Students

- a. Exhibits good rapport with students
- b. Demonstrates respect for the rights of students
- c. Displays sensitivity to students by listening to them and responds professionally to their needs
- d. Promotes in each student a sense of personal growth and positive self-esteem
- e. Demonstrates patience, empathy, and understanding
- f. Promotes cooperation and teamwork
- g. Creates a supportive environment
- h. Is a positive role model for students in speech, appearance and behavior
- i. Demonstrates sensitivity to cultural diversity

2. With Parents/Guardians

- a. Actively pursues open communication with parents / guardians, as needed.
- b. Makes course goals and objectives easily accessible to parents / guardians.

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3. With Staff

- a. Works cooperatively with staff and the administration in achieving the school's / district's educational goals
- b. Exhibits professional and ethical attitudes and behaviors towards colleagues
- c. Works toward improving intra-district communication.

C. SCHOOL WIDE EFFECTIVENESS

1. Implements required school regulations and administrative requests
2. Provides for a safe and clean environment
3. Positively contributes to the development and maintenance of faculty and student morale
4. Arrives at school and classes on time
5. Promotes and fosters parent/guardian and community confidence in the schools' programs and efforts
6. Participates in the development and evaluation of curriculum
7. Contributes/lends assistance to committees, staff meetings and/or individuals promoting school related activities
8. Demonstrates satisfactory attendance as defined by the contract

D. PROFESSIONAL GROWTH

1. Seeks assistance, when necessary
2. Accepts and uses constructive suggestions
3. Participates in professional improvement opportunities including, but not limited to, taking courses, attending workshops, reading current materials, and participating in professional organizations
4. Shares and implements acquired professional knowledge and skills among the school community

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5. Submits and documents appropriate growth goals and objectives thru a professional improvement plan (PIP) and or professional portfolio.
6. Activity works toward fulfilling state mandated professional development requirements.

TERMS OF EMPLOYMENT:

Ten Months