

Teacher

Title: Teacher

Reports to: Building Principal (Elementary) or Principal and Department Chairperson/Supervisor (Secondary) as assigned by the Superintendent of Schools

Position Summary: Responsible for providing daily instruction for students in accordance with Board approved curriculum.

Qualifications: New Jersey Certification in the appropriate area
Successful Criminal history review

Work Year: Ten Months

Duties:

1. Provide quality instruction in accordance with Board approved curriculum;
2. Maintain lesson plans under the Board approved model for teaching and learning;
3. Establishes written instructional objectives and organizes daily instruction based on those objectives; employs instructional methods and materials most appropriate to meeting stated objectives.
4. Plans a program of study that provides for individual differences and promotes student motivation.
5. Established evaluation procedures;
6. Maintains complete and accurate attendance and grading records;
7. Attend back to school night, faculty and department meetings; participate in professional development in-service activities;
8. Maintain a professional presence, including appropriate attire and conduct;
9. Serve as a role model for students;
10. Use correct spoken and written English when communicating, with students and parents.
11. Arrange for supplies and equipment needed for instructional activities and maintain an organized classroom.
12. Become familiar with available pupil data and utilizes the data for the benefit of the student.
13. Establish a classroom atmosphere which encourages all students to participate and to respect each other's opinions.
14. Work cooperatively with other staff members and parents in resolving pupil, classroom, and curriculum concerns.
15. Assume responsibility for supervision of students in areas other than classroom.
16. Adhere to school policies and procedures set forth by the Board of Education and building administrators.
17. Implement recommendations for improvement in classroom instruction, duty assignments, and professional conduct.
18. Assist the administration in developing, implementing, and evaluating school goals, policies, and procedures.
19. Demonstrate self-control and display enthusiasm about work.
20. Demonstrate genuine interest, concern, and respect for students through the employment of techniques for development of positive self-esteem.
21. Perform other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her supervisors under authority of the Board of Education.

Revised: 6/14