



JOB TITLE: Teacher

REPORTS TO: Assistant Principal

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the New Jersey Student Learning Standards, following the approved curricula and directives of the school.

Achieving academic excellence requires that the teacher work collaboratively with other members of the school staff and with parents of each student.

QUALIFICATIONS:

The Teacher shall:

1. Possess a Bachelor's Degree or higher.
2. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
3. Have excellent experience in teaching and working with adolescents.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate a comprehensive knowledge of the content field and describe ways in which the content can be organized into lessons for secondary students.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide information that includes current/former employers within the last twenty (20) years in which the employment involved direct contact with children ; a written authorization that consents to current and former employers disclosing certain information; and a written statement as to whether the applicant has any employment history regarding child abuse and/or sexual misconduct in accordance with N.J.S.A.18A:6-7.6.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation as outlined in the qualifications above.
3. A minimum of three letters of reference from former employers or other professional sources, or copies of recent evaluations and observations of performance.
4. College Transcripts.

EMPLOYMENT TERMS:

The Teacher shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher shall:

1. **Instructional Planning**
 - a. Plan instruction consistent with the district approved curriculum for assigned subject area(s) and grade level(s).
 - b. Use formal and informal methods to assess the abilities and needs of students.
 - c. Plan effective use of instructional time.
 - d. Plan instruction consistent with Individual Education Program (IEP), where applicable.
2. **Instructional Interaction (Teaching)**
 - a. Apply principles of teaching/learning to enhance student achievement.
 - b. Utilize teaching methods that are appropriate for the objectives and learners.
 - c. Modify instruction to meet student needs.
 - d. Communicate effectively with learners.
 - e. Provide for and maintain student involvement during instruction.
3. **Evaluation of Instruction**
 - a. Use various methods of evaluation to measure the effectiveness of instruction.
 - b. Communicate effectively student progress to student and parent/guardian.
 - c. Utilize student data to measure the effectiveness of instruction.
4. **Instructional Management**
 - a. Attend to tasks in a manner which maximizes instruction.
 - b. Maintain necessary student records.

5. Learning Environment
 - a. Establish clear expectations for appropriate behavior.
 - b. Establish consequences for inappropriate behavior.
 - c. Establish conditions under which students exercise self-discipline, honesty, leadership and citizenship.
6. General/Supervisory
 - a. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner.
 - b. Follow Board of Education policies, school procedures and any other rules, regulation or that may be established by administration.
 - c. Perform other duties as may be assigned by the Assistant Principal or Superintendent, within the parameters of the hour, terms and conditions of employment as negotiated.
7. Professional Responsibilities
 - a. Participate in professional training programs that will enhance learning processes.
 - b. Adhere to the statutes, administrative code, Board policy and negotiated agreements.
 - c. Recognize problems and actively contribute to their resolutions.
 - d. Collaborate with others to fulfill responsibilities related to building and district goals and priorities.
 - e. Demonstrate a concern for students' health and safety.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an

employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and assigned Supervisor n shall evaluate the Teacher in accordance with Policy No. 3221 or 3222, Regulation No. 3221 or 3222, this job description and such other criteria as shall be established by the Board of Education.

Approved: