

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE:	ELEMENTARY TEACHER
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Instructional Certificate and Elementary and Subject Area Endorsement or eligibility2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities3. Ability to maintain a positive learning environment4. Strong interpersonal and communication skills5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Principal
SUPERVISES:	Students, and when assigned, student teachers and classroom aides
JOB GOAL:	To provide an approved education program and establish a class environment that fosters learning and personal growth; to help students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student.3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to

effectively achieve these objectives.

4. Assesses student academic progress and personal growth toward stated objectives of instruction as aligned with NJCCCS.
5. Maintains records of student's educational progress in class record books and/or board approved process and summarizes these marks for reporting purposes. Responsible for the integration of technology into daily lessons, parental contacts, and standardized assessment tools and maintains student data information system (Power School).
6. Identifies student needs and cooperates with other professional staff members (I & RS Committee, Child Study Team) in assessing and resolving learning problems.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Devises written and oral assignments, tests and assessments that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises students in out-of-classroom activities as assigned.
12. Maintains professional competence and continuous improvement through in service education and other professional growth activities.
13. Participates in school-level planning, faculty meetings/committees and other school system groups.
14. Makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and board policy.
16. Performs other duties within the scope of his/her employment and certification as may be assigned, by the principal.

TERMS OF
EMPLOYMENT:
EVALUATION:

Work year and salary to be determined by the board.

Performance of this job will be evaluated annually in accordance with state law and the provisions of the boards policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: 2/23/12

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over students
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of students
<u>N.J.A.C. 6A:7</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly;</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9.1</u>	Authorizations-general
<u>N.J.A.C. 6A:9-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of non tenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.