



## TEACHER

### Qualifications:

1. Holds or is eligible for a New Jersey Instructional Certificate with the appropriate teaching endorsement.
2. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Building Principal

**Job Goal:** Assumes professional responsibility for the educational instruction of assigned students in accordance with the courses of study approved by the Board of Education.

### Duties and Responsibilities:

1. Plans and implements a meaningful program of studies which lies within the scope and sequence of the curriculum approved by the Board of Education.
2. Adopts the planned program to the individual needs and abilities of the students scheduled for his or her classes.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
4. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
5. Confers, as necessary and desirable, with parents and guardians.
6. Identifies the learning needs of individual students and seeks assistance when appropriate.
7. Participates actively in committees that deal with planning, personnel, research, curriculum, public relations, or other professional activities undertaken in his or her school or in the system.
8. Upholds and enforces school rules, administrative regulations, and Board policy and reports to the appropriate administrator abuses calling for administrative and/or legal action.
9. Maintains awareness of current developments, interpretation of subject matter content, and methodology of teaching in the subject area(s) to which assigned.
10. Maintains ethical and professional behavior in working with personnel and other agencies
11. Performs duties which are within the scope of his or her employment and certification as assigned by his or her Supervisor, Principal, or Superintendent in accordance with New Jersey State Law, State Board of Education Rules and Regulations, local Board of Education policies, contractual obligations, and administrative regulations.
12. Maintains hygienic conditions and practices in his or her classrooms and other teaching stations.
13. Reports promptly to the Building Principal any serious accident or illness affecting pupils in his or her charge.
14. Supervises behavior in the hallways, lunchroom, and on school grounds for the safety and well being of students, personnel, and visitors.
15. Meet State guidelines for on-going professional development.
16. Develop an annual Professional Improvement Plan that will correspond with professional development.
17. Maintains an updated command of technology related to classroom use.
18. Makes modifications and accommodates in accordance with the individual needs of the students.
19. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30th)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: June 11, 1979**  
**Amended: August 13, 2001**  
**Amended: September 18, 2018**