

## **TEACHER**

### **Statement of Job:**

A Teacher is responsible to his Principal for the administration of the curriculum specified or approved by the State and by this Board of Education and for the education, safety and welfare of his/her pupils.

### **Duties and Responsibilities:**

A Teacher shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

- A. Accept full responsibility for the program, activities and instruction of his/her classes or class while under his/her direct supervision, subject to the approval of the Principal.
- B. Know and carry out the policies, program and curriculum of his/her school and school system as these may apply to his/her class(es).
- C. Be alert at all times to recognize unusual conditions, either mental or physical, in the pupils under his/her immediate supervision. It is the responsibility of the teacher to continually observe the children for any changes in their behavior, which may indicate a need for further study by qualified personnel. Where such conditions are suspected or discovered, proper referral of the child is to be made.
- D. Encourage and promote good attendance and punctuality. Keep an accurate record of each pupil's attendance and progress and make reports to the Principal and to parents as determined by the Superintendent.
- E. Account for books and supplies issued to his/her classes or to pupils in his/her classroom and keep such records as may be scheduled.
- F. Remain in school after official dismissal of the pupils to complete his/her school duties and to attend meetings as may be scheduled.
- G. Keep the Principal fully advised as to the needs, conditions and recommendations for his/her class or classes.
- H. Conduct class daily and not absent himself/herself from class or school during the school day without the approval of the Principal, except when the Superintendent's office has been properly notified.

### **TEACHER (Cont'd)**

- I. Report immediately any injury to himself/herself or his/her pupils incurred at any place or time under school jurisdiction.
- J. Be responsible for such assignments within the scope of his/her responsibilities to his/her students and to the administration as are deemed necessary by the Principal.
- K. Serve on committees when necessary and hold offices within the educational realm of the school system for the betterment of the schools, its educational program and for the improvement of public relations.
- L. Concern himself/herself with the welfare of the children, exercise supervision and control of pupils and maintain high standards of behavior in the classroom, corridors, cafeteria, and assembly, on school property and on school-sponsored trips.
- M. Devote school hours to teaching and not be interrupted for parent interviews, except by appointment and approval of the Principal.
- N. Prepare in advance lesson plans in accordance with building regulations.
- O. Have a daily responsibility for promoting safety and proper housekeeping procedures and practices at his/her assigned station or stations in accordance with building regulations.
- P. Interpret the school program to pupils and parents and further the public relations program of the school and the district.
- Q. Promote or retain pupils in accordance with the terms of Board policy.
- R. Perform such other duties as directed by the Principal/Superintendent.
- S. Be responsible for promoting parental involvement in the educational program.

### **Qualifications:**

Possession of recognized New Jersey State Certification in the area of assignment.

**Reference:** 18A:11-1,26-2, NJAC 6:3.21, 6:11-5.1,5.2, 6:11-6.1 thru 63.

**Date Adopted:** 6/1/72

**Date Revised:** 6/28/79, 11/19/92