

**JOB DESCRIPTION**

**Job Title:** **ELEMENTARY EDUCATION TEACHER**

**Qualifications**

1. Valid New Jersey Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Principal/Designated Administrator

**Supervises:** Pupils, and when assigned, student teachers and classroom aides

**Job Goal:** To provide an approved elementary education program and establish a class environment that fosters learning and personal growth; to help pupils 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:**

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

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5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil 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 pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
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.

**Terms of Employment:** Work year and salary to be determined by the Contract.

**Evaluation** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

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**Approved by:** Board of Education **Date:** November 28, 2005

**Revised:** \_\_\_\_\_

**Legal References**

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act  
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:25-4 School register; keeping  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for non-citizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.S.A. 18A:37 Discipline of pupils  
N.J.A.C. 6:3.1 et seq. Conditions of employment for teachers  
N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation  
N.J.A.C. 6:3-4A.4 Requirements of physical examinations  
N.J.A.C. 6:3-5.1 et seq. Seniority  
N.J.A.C. 6:3-6 Pupil records  
N.J.A.C. 6:3-9 Attendance and pupil accounting  
N.J.A.C. 6:8 Thorough and efficient system of free public schools  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
See particularly:  
N.J.A.C. 6A:9-3.3 Professional standards for teachers  
N.J.A.C. 6A:9-5 General certification policies  
N.J.A.C. 6A:9-8 Requirements for instructional certificate  
N.J.A.C. 6A:9-9.2 Elementary school  
N.J.A.C. 6A:9-9.3 Elementary school with subject matter specialization  
N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:16 Programs to support student development  
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.