

PEMBERTON TOWNSHIP SCHOOLS

**Job Description -- Certificated**

**POSITION:** Teacher – K-12 Subject Area

**DEPARTMENT:** Curriculum and Instruction

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate in required subject area.
  2. Demonstrated knowledge of subject specialty and effective teaching methods.
  3. Strong interpersonal and communication skills.
- \*\*Below qualification only applies to Physical Education Teachers\*\***
4. Must possess a valid First Aid/Cardio-Pulmonary Resuscitation/AED certification from American Heart Association, American Red Cross, Emergency Care and Safety Institute or American Safety and Health Institute.

**REPORTS TO:** Principal

**OVERALL RESPONSIBILITY:**

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils 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.

**ESSENTIAL AREAS OF RESPONSIBILITY:**

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using Board-adopted curricula, textbooks, and other appropriate teaching materials.
2. Demonstrates a knowledge, understanding and application of subject matter.
3. 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. Submits the plans for review upon request.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

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5. Assesses pupil academic progress and personal growth toward stated objectives of instruction, including individual educational programs as needed.
6. Maintains records of pupil's educational progress in class record books and/or Board approved forms and summarizes these marks for reporting purposes.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
9. Budgets class time effectively.
10. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises pupils in out-of-classroom activities as assigned.
13. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Maintains a high standard of ethical professional conduct when dealing with associates, parents, students and other members of the community.
18. Performs other duties as assigned by the Director of Curriculum and/or Building Principal which shall fall within the scope of his/her employment.

### **TERMS OF EMPLOYMENT:**

10 month contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

### **EVALUATION:**

Job performance of this job will be evaluated in accordance with the Board's policies and procedures on evaluation of certified staff.

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ADOPTED BY: Pemberton Township Board of Education

DATE: 1974

REVISED: March 27, 2003

REVISED: March 27, 2014