

TITLE: Teacher

QUALIFICATIONS: Possession of a Standard New Jersey Teachers Certificate

REPORTS TO: Superintendent of Schools, Principal, and Vice Principal

TERMS: 10 Months

RESPONSIBILITIES INCLUDE:

1. To create an optimal learning environment.

Evaluation Criteria

- Organizes and presents lessons carefully.
- Provides opportunity for student participation.
- Obtains good student rapport.
- Uses multimedia aids when applicable
- Shows concern for physical or aesthetic conditions of rooms and corridors.

2. To guide the learning process towards the development and achievement of curriculum goals and objectives.

Evaluation Criteria

- Shows skill in directing learning activities with attention given to student's growth and achievement.
- Follows time schedule and proceeds in an orderly and controlled manner.
- Recognizes individual differences and show understanding in handling pupil problems.
- Provides purposeful activities to stimulate interest, and encourages pupil involvement.
- Demonstrates good communication skills.
- Conducts pre and post test assessment functions.
- Prepares lessons carefully.

3. To encourage students to set and maintain standards of school behavior.

Evaluation Criteria

- Follows school rules in and out of the classroom.
- Maintains an orderly classroom and homeroom.
- Encourages cooperation and good sportsmanship during class activities and/or extra curricular activities.

4. To maintain discipline and conduct of students under teacher's supervision.

Evaluation Criteria

- Maintains order at the commencement of class and during the day.
- Avoids problems by taking preventative measures.

5. To recognize unusual conditions, mental or physical, in the pupil, under his/her supervision and refer such to the proper authorities.

Evaluation Criteria

- Views each student as an individual.
- Show an awareness of any changes in student's demeanor, affect on behavior.
- Evaluates any information obtained through colleagues, other students and the community, concerning the emotional and physical well being of the student in question.
- Reports such information to the proper authorities.

6. To confer with parents in a professional manner and when necessary to advise on student needs and progress.

Evaluation Criteria

- Initiates Parent-Teacher inter-action.
- Initiates Parent-Teacher communication.
- Displays teacher initiative and self-motivation.

7. To maintain necessary records according to school requirements and/or school policy.

Evaluation Criteria

- Is prompt.
- Displays neatness.
- Displays accuracy.

8. To report to the Principal and/or nurse any potential safety hazards or injuries incurred at any time or place under the school's jurisdiction.

Evaluation Criteria

- Looks for possible safety hazards.
- Reports injuries promptly.
- Follows prescribed procedures for injuries and illness.

9. To work cooperatively with administration and staff.

Evaluation Criteria

- Cooperates with other staff members in a professional manner.
 - Implements and observes school rules and regulations conscientiously.
- Participates at faculty, committee and/or departmental meetings.
- Serves on school and/or district in-service committees.

10. To assist in the various functions that contributes to the total school operation.

Evaluation Criteria

- Maintains good attendance.
- Participated in developing courses of study.
- Is punctual.
- Displays interest in subject areas and conferences.
- Is dependable in performance of duties.

11. To carry out policies, rules and regulations of the Board of Education and designees.

Evaluation Criteria

- Checks existing policy, rules and regulations with building Principal.
- Show good faith compliance.
- Expresses disagreements with policy, or interpretation of such policy, through appropriate channels.
- Reports punctually and departs at appropriate time.
- Maintains good attendance record.

12. To improve his/her capabilities.

Evaluation Criteria

- Performs self-evaluation, if required by administration.
- Demonstrates interest in personal improvement.
- Responds well to suggestions.
- Accepts responsibility.

13. To exhibit a mature attitude in the performance of duties, and in relationship to administrators, staff, parents and pupils.

Evaluation Criteria

- Shows self-control.
- Is tactful.
- Is dependable.
- Responds well to suggestions.
- Accepts responsibility.
- Maintains professional appearance, i.e. grooming, etc.

14. To know and carry out the policies, rules, program and curriculum of his/her school and the district as it may apply to his/her class.
15. To direct, and/or supervise extra-curricular activities, which may be reasonable assigned by the administration.
16. To perform other duties, which may be within the scope of his/her employment and certification as, may be assigned by his/her superior(s) under authority of the Board of Education.