

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

ELEMENTARY EDUCATION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate (Elementary or Elementary K-6) or Certificate of Eligibility
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and/or other appropriately certified superior as designated by the Superintendent.

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve New Jersey Student Learning 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 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.
5. Maintains records of pupil's educational progress 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. Establishes effective classroom management strategies and uses class time effectively to allow for student acquisition of skills taught.
9. Communicates with parents through conferences and other means to inform them about the school program and the pupil's 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 activities.
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.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

17. Demonstrates effective technology skills and integrates the use of technology as a key component teaching.
18. Establishes a classroom environment that promotes learning and understanding. This shall include creating an aesthetically pleasing environment with current and relevant instructional resources.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support/certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 10/16/2007

Revised: 9/9/2020