

# WINSLOW TOWNSHIP SCHOOL DISTRICT

## JOB DESCRIPTION

### MIDDLE/HIGH SCHOOL TEACHER

#### QUALIFICATIONS:

- Valid New Jersey Instructional Certificate with the appropriate teaching endorsement
- 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. Work to achieve New Jersey Student Learning Standards and District and building educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develop lesson plans/instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Set specific objectives in lesson preparation and weekly lesson plans and carry through presentation to effectively achieve these objectives.
4. Monitor student academic progress and personal growth toward stated objectives of instruction.
5. Maintain records of student's educational progress and summarize these marks for reporting purposes.
6. Identify student needs and cooperate with other professional staff members in assessing and resolving learning problems.
7. Establish and maintain standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Establish effective classroom management strategies and use class time effectively to allow for student acquisition of skills taught.
9. Communicate with parents through conferences and other means to inform them about the school program and the student's progress.
10. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Plan class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
12. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
13. Participate in school-level planning, faculty meetings/committees and other school activities.
14. Make effective use of community resources to enhance the instructional program.
15. Uphold and enforce school rules, administrative regulations, and board policy.
16. Remain abreast of current developments, new trends, and new interpretations in methodology of teaching in the subject area(s) to which assigned.
17. Implement a program of study that recognizes, takes into consideration, and meets the individual needs, interests, and abilities of students.
18. Create and maintain a classroom environment that is appropriate and conducive to learning.
19. Guide the learning process toward the achievement of curriculum goals and objectives.

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20. Assess the progress of students on a regular basis and provide progress reports, as required.
21. Develop rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
22. Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
23. Contribute to curriculum development and assist in the selection of instructional materials.
24. Supervise student behavior at all school locations and during school approved activities for the safety and well being of students, personnel, and visitors.
25. Attend staff meetings and serve on staff committees, as required.
26. Perform other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her superior(s) under authority of the Board of Education.

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 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.

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Signature

Date

Approved: 10/29/2007  
Revised: 11/12/2008  
2/9/2022