



JOB DESCRIPTION

I Title: Elementary Education Teacher

II Qualifications:

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

III Primary Function: Supervises pupils, and when assigned, student teachers and classroom aides. 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.

IV Reports to: Principal/Designated Administrator

V Major Duties and Responsibilities:

- A. 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.
- B. 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.
- C. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
- D. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
- E. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
- F. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.

ELEMENTARY EDUCATION TEACHER

- G. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
- H. Budgets class time effectively.
- I. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
- J. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
- K. 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.
- L. Supervises pupils in out-of-classroom activities as assigned.
- M. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- N. Participates in school-level planning, faculty meetings/committees, and other school system groups.
- O. Makes effective use of community resources to enhance the instructional program.
- P. Upholds and enforces school rules, administrative regulations, and board policy.
- Q. Performs other duties within the scope of his/her employment and certification as may be assigned by administrator.

VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.