



JOB DESCRIPTION

TEACHER IN CHARGE

I Title: Teacher in Charge

II Qualifications:

- A. Valid New Jersey Instructional Certificate
- B. Valid Principal's Certificate or Certificate of Eligibility
- C. Familiar with the District's School Safety & Security Plans
- D. Demonstrated knowledge of effective teaching and supervisor methods
- E. Ability to maintain a positive learning environment
- F. Strong interpersonal and communication skills
- G. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

III Primary Function: In the event of the absence of the building principal/supervisor, exercises leadership and good judgment in the event of an emergency.

IV Reports TO: Principal/Designated Administrator

V Performance Responsibilities:

- A. Coverage will be no more than two times per month, for up to two hours each, when the administrator is attending an Administrator Council meeting with the Superintendent.
- B. In the event of an emergency, which requires an administrative decision, when principal/supervisor staff are not present, he/she will contact another district administrator for assistance and oversee the situation until the building administrator returns.
- C. Maintains good relationships among parents and other staff members.
- D. Assists as needed with school security drills.

VI Terms & Conditions of Employment: The term is a one-year, posted and appointed annually in May/June. The same person may be reappointed to the position. The Principal/Designated Administrator shall have the sole responsibility for appointment recommendations. Compensation as per the Sidebar Agreement between the Board and the USREA.