

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **ELEMENTARY EDUCATION TEACHER**
(Grades PreK-6)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate with appropriate endorsement.
2. Meets, as required, federal Highly Qualified Teacher Standard.
3. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
4. Ability to create a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal

SUPERVISES: Students, and when assigned, instructional assistants, student teachers and interns.

JOB GOAL: To provide an approved elementary education program, utilize educational technology, and establish a school environment that fosters learning and personal growth; to help students develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with students, parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve Common Core State Standards, New Jersey Student Learning Standards, and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches students through an approved board adopted curricula and policies, textbooks 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 student.

PERFORMANCE RESPONSIBILITIES:

3. Designs specific objectives in lesson preparation and weekly lesson plans and carries through presentations to effectively achieve learning objectives.
4. Monitors and assesses student academic progress and personal growth toward stated objectives of instruction.
5. Maintains accurate records of student's educational progress in formats, as approved by the board, and summarizes these records for reporting purposes.
6. Identifies student needs and collaborates with other professional staff members in assessing learning problems and developing strategies to promote academic, social and emotional progress.
7. Establishes a classroom culture for learning by creating an environment of respect and rapport.
8. Promotes an environment that provides for student safety and security. This includes, but is not limited to, establishing classroom procedures, managing student behavior and organizing physical space.
9. Utilizes professional and preparation time effectively.
10. Communicates with parents through conferences, web-based technologies, and other means to inform them about the school program and to discuss student progress.
11. Uses instructional strategies to engage students in active learning and in promoting critical thinking skills.
12. Plans class activities and lesson presentations that are age-appropriate for the class as well as meet the individual needs, interests and ability levels of all student, including those set forth in a student's IEP or other specialized instructional plans.
13. Grows and develops professionally by reflecting on teaching, participating in relevant in-service activities and other professional growth opportunities.
14. Contributes to the school and district by participating in school and district level planning, faculty meetings, committees, and other system-wide groups.

Job Description

**Elementary Education Teacher
(Grades PreK-6)**

PERFORMANCE RESPONSIBILITIES:

15. Demonstrates and makes effective use of district and community resources to enhance the instructional program.
16. Utilizes meaningful and appropriate educational technologies to deliver, support and assess instructional objectives.
17. Works collaboratively with other teachers, professionals, and support staff to meet the instructional, social and emotional needs of students with varying abilities and diverse learning styles.
18. Employs a variety of instructional techniques and integrates instructional media, where possible, to meet students' needs.
19. Upholds and enforces school rules, administrative regulations and board policy. Remains current as rules, regulations and policies are updated.
20. Performs other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: September 27, 2012

REVISED: December 8, 2016