

Job Description
BOARD OF EDUCATION
DENVILLE

TITLE: ELEMENTARY EDUCATION TEACHER

- QUALIFICATIONS:**
- 1. Valid New Jersey Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement or eligibility**
 - 2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities**
 - 3. Ability to maintain a positive learning environment**
 - 4. Strong interpersonal and communication skills, including the effective use of technology in the classroom.**
 - 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: Principal/Designated Administrator

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

JOB GOAL: To provide an approved elementary education program and to 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.

PERFORMANCE RESPONSIBILITIES:

- 1. 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.**
- 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 wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.**
- 4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.**

5. **Maintains records of pupil's educational progress in class record books and/or board approved forms 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. **Budgets class time effectively.**
9. **Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil 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 system groups.**
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.**

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

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

APPROVED: June 1, 2009