

Job Description

BOARD OF EDUCATION DENVERVILLE

TITLE: EARLY CHILDHOOD EDUCATION TEACHER

QUALIFICATIONS:

- 1. Valid New Jersey Instructional Certificate and Teacher of Preschool through Grade 3 Endorsement or eligibility**
- 2. Demonstrated knowledge of effective early childhood 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 or Director of Special Services

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

JOB GOAL: To provide an approved early childhood 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.

PERFORMANCE RESPONSIBILITIES:

- 1. Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.**
- 2. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.**
- 3. Implements the approved curriculum and uses appropriate learning activities designed to foster learning at each child's developmental level. Works to achieve district educational goals and objectives and state core curriculum content standards.**

- 4. 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. Balances teacher-directed and child-initiated experiences.**
- 5. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.**
- 6. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.**
- 7. Develops and uses age-appropriate assessment tools and maintains records of pupil's development and educational progress in class record books and/or approved forms and summarizes these marks for reporting purposes.**
- 8. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.**
- 9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.**
- 10. Budgets class time effectively.**
- 11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.**
- 12. Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.**
- 13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.**
- 14. Participates in school-level planning, faculty meetings/committees and other school system groups.**
- 15. Makes effective use of community resources to enhance the instructional program.**
- 16. Upholds and enforces school rules, administrative regulations and board policy.**
- 17. 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