

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Teacher

II. PRIMARY FUNCTION

Assumes responsibility for the instruction of assigned students in designated subject area(s) in accordance with the course of study approved by the Board of Education

III. REPORTS TO

Principal or designee

IV. QUALIFICATIONS

- Holds or is eligible for a New Jersey Instructional Certificate with the appropriate teaching endorsement
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Works to achieve district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities
- Prepares written plans reflecting thoroughness in preparation
- Creates a classroom environment conducive to learning and attempts to develop positive teacher/student relationships
- Utilizes a variety of teaching strategies in order to meet the needs of all students
- Evaluates student progress on a continuing basis in accordance with district policy and practice
- Maintains records as required by law, district policy and administrative regulation
- Assists in upholding and enforcing school rules, administrative regulations and board policy
- Maintains efforts to meet with students, parents and staff members for education-related purposes
- Works cooperatively with other staff members
- Assists in curriculum development and in the selection of books, equipment and other instructional materials
- Attends scheduled faculty meetings
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

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Job Description/ Section V TEACHER

APPROVED: November 22, 2010