

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE: ART TEACHER*

- QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
 2. Demonstrated knowledge of subject specialty and effective teaching methods
 3. Ability to maintain a positive learning environment Strong interpersonal and communication skills
 4. 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

REPORTS TO: Principal/Team Leader

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

JOB GOAL: To provide an approved education program and establish a class environment that fosters learning and personal growth; to help students to 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 and skills development the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
 2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student.
 3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

4. Assesses student academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of student 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 student progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises students in out-of-classroom activities as assigned by the principal.
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. Fulfills the following duties specific to art instruction:
 - Instructs students in art, such as painting, sketching, designing, and sculpturing.
 - Prepares participatory lesson plans and establish course goals including art appreciation and creation of art objects.
 - Selects books and art supplies for courses.
 - Demonstrates method and procedure to students.
 - Observes and evaluates students' work to determine student progress or to make suggestions for improvement.
 - Accompanies students on field trips to museums or art galleries.
 - Instructs students to take "virtual trips" to museums or art galleries, via Internet.

- Specializes in teaching one or more areas of art, such as illustration, art history, or commercial art.
- Directly plans and supervises student contests and arranging of art exhibits.

17. Performs other duties within the scope of his/her employment and certification as may be assigned by the principal.

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 BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over students
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of students
<u>N.J.A.C. 6A:7</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3.3

N.J.A.C. 6A:9-5

N.J.A.C. 6A:9-8

N.J.A.C. 6A:9-9.1

N.J.A.C. 6A:9-9.2

N.J.A.C. 6A:9-15

N.J.A.C. 6A:16

N.J.A.C. 6A:32-4

N.J.A.C. 6A:32-4.4

N.J.A.C. 6A:32-4.5

N.J.A.C. 6A:32-5.1

N.J.A.C. 6A:32-6

N.J.A.C. 6A:32-7

Professional standards for teachers

General certification policies

Requirements for instructional certificate

Authorizations-general

Endorsements and authorizations

Required professional development for teachers

Programs to support student development

Employment of teaching staff

Evaluation of tenured teaching staff members

Evaluation of non-tenured teaching staff members

Standards for determining seniority

School employee physical examinations

Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.