

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### INSTRUCTION/CURRICULUM

### Administrative Regulations

TITLE: TEACHER ON ASSIGNMENT

- QUALIFICATIONS:
1. Valid N.J. Teaching Certificate or eligibility
  2. Minimum 5 years experience as determined by the board
  3. Demonstrated leadership skills in the areas of school discipline, program evaluation, student achievement and school improvement as related to student discipline and attendance.
  4. Strong leadership and communication skills in order to work effectively with staff, parents, community, and students.
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal or Designee

JOB GOAL: To assist the Principal in the areas of student discipline and attendance and to ensure a school climate that fosters the educational development of all students.

- PERFORMANCE RESPONSIBILITIES:
1. Assists the Principal in monitoring student daily and classroom attendance.
  2. Collaborates with the Principal on the establishment and maintenance of an effective learning climate in the school through the development of best practices dealing with school discipline and security.
  3. Assist the Principal in the planning and organizing of all extracurricular activities.
  4. Assists in the establishment and maintenance of an efficient office system to support the administrative functions of the school as related to discipline and attendance.

5. Maintain high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
6. Notifies immediately the parent or guardian and the Principal to arrange for an immediate examination by a physician of any student, suspected of being under the influence of alcohol or another drug or of using anabolic steroids.
7. Participates in the planning and delivery of intervention and referral services for students who are having difficulty in their classes and who have not been classified or in need of special education.
8. Assists in the planning and monitoring of fire and other emergency drills as required by law and board policy.
9. Keeps the Principal informed of school activities and needs, as well as works cooperatively with central office staff on matters relating to the school district.
10. Assumes responsibility for his/her continuing professional growth and development by attending professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
11. Attends special events held to recognize student achievement and other school sponsored activities and functions.
12. Assists the Principal in the coordination of extracurricular programs, assembly programs, and assists at school functions.
13. Performs other duties which may be assigned by the Principal or required by law, code, regulation/board policy.

TERMS OF EMPLOYMENT: Ten month position (non-tenurable). 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: \_\_\_\_\_

REVISED: 2/04/2015

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
N.J.S.A. 18A:6-10	students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:16-2</u>	Dismissal and reduction in compensation of persons under tenure in public school system.
<u>N.J.S.A. 18A:25-2</u>	
<u>N.J.S.A. 18A:25-4</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Authority of students
<u>N.J.S.A. 18A:26-1.1</u>	School register; keeping
<u>N.J.S.A. 18A:26-2</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:27</u>	Residence requirements prohibited
<u>N.J.S.A. 18A:28-3</u>	Certificates required; exception
<u>N.J.S.A. 18A:28-5</u>	Employment and contracts
<u>N.J.S.A. 18A:28-8</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:37</u>	Tenure of teaching staff members
N.J.A.C. 6A:7	Notice of intention to resign required
<u>N.J.A.C. 6A:8</u>	Discipline of students
<u>N.J.A.C. 6A:9</u>	Managing for equality and equity in education
<u>See particularly:</u>	Standards and assessment
<u>N.J.A.C. 6A:9-3.3</u>	Professional licensure and standards
<u>N.J.A.C. 6A:9-5</u>	
<u>N.J.A.C. 6A:9-8</u>	
<u>N.J.S.A. 6A:9-9.1</u>	Professional standards for teachers
<u>N.J.S.A. 6A:9-9.2</u>	General certification policies
<u>N.J.A.C. 6A:9-15</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:16</u>	Authorizations-general
<u>N.J.A.C. 6A:32-4 et seq.</u>	Endorsements and authorizations
<u>See particularly:</u>	Required professional development for teachers
<u>N.J.A.C. 6A:32-4.1</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4.2</u>	Employment and supervision of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	
<u>N.J.A.C. 6A:32-5.1</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-6 et seq.</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-7 et seq.</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-8 et seq.</u>	Standards for determining seniority
	School employee physical examinations
	Student records
	Student attendance and accounting

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.

School Policy Cross References:

- 6000 Concepts and Roles in Instruction
- 6010 Goal and Objectives in Instruction
- 6140 Curriculum Adoption
- 6141 Curriculum Design/Development
- 6142 Subject Fields
- 6143 Curriculum Guides
- 6150 Instructional Arrangements
- 6156 Instructional Planning and Scheduling
- 6160 Instructional Services and Resources
- 6171 Special Instructional Programs
- 6300 Evaluation of Instructional Programs