

RANDOLPH TOWNSHIP



PUBLIC SCHOOLS

25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869
(973) 361-0808(PHONE) (973)361-2405 (FAX)

TITLE: Teacher
REPORTS TO: Principal
QUALIFICATIONS:

1. Bachelor's degree
2. Valid New Jersey Department of Education certification in appropriate subject matter for the appropriate grade level
3. Strong interpersonal and communication skills
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

A teacher is responsible to the building administration and is responsible for the instruction of the curriculum approved by the Board as well as for the safety and welfare of his/her students. The teacher motivates and guides his/her students and plans with and for them. His/her primary role is continuous critical evaluation of the progress of his/her students.

ESSENTIAL JOB FUNCTIONS:

1. Knows and carries out the policies, rules, program and curriculum of his/her school and the district as it may apply to his/her class.
2. Supervises instruction in his/her class and evaluates student progress.
3. Establishes clear objectives for all lessons and projects.
4. Communicates lesson and project objectives to students.
5. Plans and facilitates activities for a balanced program of instruction that provide students with opportunities to explore, question and investigate.
6. Collaborates with colleagues to improve instruction through professional learning communities.
7. Pre-assesses students and differentiates instruction to meet the needs of all learners.
8. Assess individual student learning by using authentic tasks and multiple sources of data on student performance.
9. Implements and allows students to utilize technology to enhance learning.
10. Develops positive relationships with students to make instructional relevance and rigor possible.
11. Accepts responsibility for the discipline and conduct; health, welfare and safety of students.
12. Recognizes unusual conditions, mental or physical, in students under his/her supervision and refers such to the Intervention and Referral Services (I&RS) Committee.
13. Devotes himself/herself to the instructional needs to each student.
14. Maintains evidence of instructional planning on a routine basis.
15. Keeps an accurate record of each student's attendance and progress.
16. Confers with parents to advise on student needs and progress, including electronic communications.

17. Accounts for books and supplies issued to his/her class and keeps such records as may be required to carry out this duty.
18. Conducts classes daily and not absent himself/herself from class or school during the school day unless district policy, procedures and collective bargaining agreement allow for an absence reason.
19. Reports to the principal and nurse any injury to himself/herself or a student in his/her charge incurred at any time or placed under the school's jurisdiction.
20. Attends in-services training and professional development opportunities to enhance professional growth.
21. Supports district initiatives and goals.
22. Performs such other tasks and assume such other responsibilities as assigned by the Principal/Superintendent.

WORK YEAR: Ten-month employee
DATE APPROVED: June 18, 2019
APPROVED BY: Board of Education