

WATCHUNG BOROUGH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: TEACHER

REPORTS TO: Building Principal

QUALIFICATIONS: As set by State certification, Federal requirements and Board of Education policies

JOB GOAL: To instruct and evaluate the progress of students under his/her direction

PERFORMANCE RESPONSIBILITIES:

1. Plan functions and activities, according to short term and long term instructional goals, which are appropriate to student level and course of study.
2. Prepare clear and timely lesson plans.
3. Provide complete lesson plans for substitute.
4. Assess the progress of students on a regular basis and provide reports as needed.
5. For grades 3 - 8, use the district network to export information for report cards and/or progress reports according to the established schedule. For grades pre-K - 2, generate report cards according to the established schedule.
6. Identify and refer unusual student behavior or learning problems to appropriate specialists.
7. Keep records of pupil attendance.
8. Maintain open lines of communications with parents.
9. Follow the scope and sequence of the instructional program as defined in the courses of study that have been approved by the Board of Education.
10. Creates a classroom environment that is conducive to learning.
11. Attends faculty meetings/departments meetings and district in-service programs.
12. Supervises and provides work assignments to instructional paraprofessionals when applicable.
13. Provides supervision in non-instructional settings as required.
14. Keeps abreast of changes in the specific disciplines taught and education in general.
15. Participates in professional development activities as delineated in the District Plan for Professional Development as required by N.J.A.C. 6:11-13.

TERMS OF

EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and WBEA.

EVALUATION: Annual in accordance with Board policy

APPROVED: February 13, 2019

REVISED: May 11, 2020

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