

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

STAFF DEVELOPER

QUALIFICATIONS

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement.
2. Demonstrated knowledge of effective teaching methods and data analysis to improve instruction.
3. Ability to plan, coordinate, and implement staff development programs and train staff.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Curriculum Supervisor.

SUPERVISES

Students.

JOB GOAL

To train teachers in pedagogical techniques and assist teachers in providing an approved education program; assist teachers in helping students to develop the skills, attitudes and knowledge needed to demonstrate proficiency; and maintains good relationships among staff members.

PERFORMANCE RESPONSIBILITIES

1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials to provide opportunities for individualized and small group instruction, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
4. Coordinates and assists certified staff in their efforts to assess student academic progress and personal growth toward stated objectives of instruction.
5. Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.

6. Coordinates and assists certified staff in their efforts to establish and maintain standards of student behavior needed to achieve a classroom climate conducive to learning.
7. Coordinates and assists certified staff in their efforts to budget class time effectively.
8. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking.
9. Coordinates and assists certified staff in their efforts to supervise and control students in out-of-classroom activities as assigned.
10. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities.
11. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees, teams, and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
12. Coordinates and assists certified staff in their efforts to makes effective use of community resources to enhance the instructional program.
13. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to determine progress and make reports.
14. Models lessons and instructional techniques, provides turn-key training, and coordinates technical assistance and coaching opportunities for other certified staff.
15. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education students and other students with special needs.
16. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
17. Performs other duties within the scope of his/her employment and certification as may be assigned.

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: **Cumberland Regional Board of Education**
 DATED: **May 8, 2008**
 AMENDED: **February 12, 2009**
 AMENDED:

Legal References:

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| <u>N.J.S.A.</u> | 7F | | Comprehensive Educational Improvement and Financing Act |
| <u>N.J.S.A.</u> | 18A:6-7.1 | | Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception |
| <u>N.J.S.A.</u> | 18A:6-10 | | Dismissal and reduction in compensation of persons under tenure in public school system |
| <u>N.J.S.A.</u> | 18A:16-2 | | Physical examinations; requirement |
| <u>N.J.S.A.</u> | 18A:25-2 | | Authority over students |
| <u>N.J.S.A.</u> | 18A:25-4 | | School register; keeping |
| <u>N.J.S.A.</u> | 18A:26-1 | | Citizenship of teachers, etc. |
| <u>N.J.S.A.</u> | 18A:26-1.1 | | Residence requirement prohibited |
| <u>N.J.S.A.</u> | 18A:26-2 | | Certificates required; exception |
| <u>N.J.S.A.</u> | 18A:27 | | Employment and contracts |
| <u>N.J.S.A.</u> | 18A:28-3 | | No tenure for noncitizens |
| <u>N.J.S.A.</u> | 18A:28-5 | | Tenure of teaching staff members |
| <u>N.J.S.A.</u> | 18A:28-8 | | Notice of intention to resign required |
| <u>N.J.S.A.</u> | 18A:37 | | Discipline of students |
| <u>N.J.A.C.</u> | 6A:32-4.1 | | Employment of Teaching staff |
| <u>N.J.A.C.</u> | 6A:32-6.3 | | Requirements of physical examinations |
| <u>N.J.A.C.</u> | 6A:32-4.4 | <u>et seq.</u> | Evaluation |
| <u>N.J.A.C.</u> | 6A:35-5 | | Seniority |
| <u>N.J.A.C.</u> | 6A:32-7 | | Student records |
| <u>N.J.A.C.</u> | 6A:32-14 | | State & Federally Mandated Programs and Services |
| <u>N.J.A.C.</u> | 6A:32-8.3 | | School Attendance |
| <u>N.J.A.C.</u> | 6A:7 | | Managing for equality and education in education |
| <u>N.J.A.C.</u> | 6A:8 | | Standards and assessment |
| <u>N.J.A.C.</u> | 6A:9 | | Professional licensure and standards |

See particularly:

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| <u>N.J.A.C.</u> | 6A:9-3.3 | | Professional standards for teachers |
| <u>N.J.A.C.</u> | 6A:9-5 | | General certification policies |
| <u>N.J.A.C.</u> | 6A:9-8 | | Requirements for instructional certificate |
| <u>N.J.A.C.</u> | 6A:9-9.1 | | Authorizations-general |
| <u>N.J.A.C.</u> | 6A:9-9.2 | | Endorsements and authorizations |
| <u>N.J.A.C.</u> | 6A:9-15 | | Required professional development for teachers |
| <u>N.J.A.C.</u> | 6A:16 | | Programs to support student development |

See particularly:

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| <u>N.J.A.C.</u> | 6A:16-7.8 | | Attendance |
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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.