

TITLE: Nita M. Lowey 21st Century Teacher (Grant Funded)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility
2. District employee preferred
3. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
4. Ability to maintain a safe, positive, and fun 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: Nita M. Lowey 21st Century Site Supervisor

JOB GOAL: Create a fun and engaging out of school learning environment for all students, while adhering to the Nita M. Lowey 21st Century grant requirements.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

1. Planning and executing age appropriate program activities that are fun and engaging;
2. Effectively managing groups of students in classrooms, hallways and outside environments;
3. Monitor student attendance and report absences to Site Supervisor;
4. Assisting students with homework and documenting student completion;
5. Submitting weekly lesson plans that align with program proposals;
6. Notifying site supervisor of student and discipline issues;
7. Communication with classroom teachers and school day staff about student progress;
8. Communicating with parents regarding student needs and behavior;
9. Maintain cleanliness of classrooms and all activity areas;
10. Submit supply requisitions to support lesson plan execution;
11. Attend quarterly staff meetings