

GREEN TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: BASIC SKILLS TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility, or alternative route certification, in accordance with State law and regulations.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Principal

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL:

1. To support the school's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and providing supplemental instruction to remedy those deficiencies;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

Assessment/Evaluation

1. Identifies students with substantial academic deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
3. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.

Develops lesson plans and learning activities

1. Develops instructional goals and specific instructional objectives for each student selected for remedial teaching.
2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his or her care.
3. Works to achieve the New Jersey Student Learning Standards and school educational goals and objectives by promoting active learning using board-adopted curriculum and other appropriate learning activities.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Prepares for instructional periods and shows evidence of preparation upon request of administrative and supervisory staff.

5. In cooperation with the building principal and director of special services, properly groups students for remedial instruction after consideration of the learning style and level of academic functioning of each student.
6. Sets specific objectives wherever possible in lesson preparation and lesson plans and carries through presentation to effectively achieve these objectives.
7. Plans class activities and lesson presentations that are age-appropriate for the student or group of students, and that meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Uses instructional technology proficiently in order to achieve specific goals and objectives set for students.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities.
3. 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.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved by:

Date

