

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TEACHERS
3074 Teacher Coordinator with
Disciplinary Experience
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JOB TITLE: TEACHER COORDINATOR WITH DISCIPLINARY EXPERIENCE
REPORTS TO: The Principal
SUPERVISES: Students

NATURE AND SCOPE OF JOB:

To develop those behavioral patterns in students which will enable them to derive full benefit from the services and opportunities offered by the school and perform to their maximum potential.

QUALIFICATIONS:

The Teacher Coordinator with Disciplinary Experience:

1. Hold a Master's Degree.
2. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
3. Have five (5) years excellent experience in teaching and working with adolescents.
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
5. Hold a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of a child's growth and development.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Teacher Coordinator with Disciplinary Experience shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher Coordinator with Disciplinary Experience shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Provide a nurturing, supportive, and positive climate that encourages student responsibility, using positive motivation, clear routines, and effective management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and Principal when needed.
4. Establish a professional rapport with students that earns their respect.
5. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
6. Assess and diagnose the learning, social, and emotional needs and styles of students. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
7. Plan and implement sequential learning experiences for students, using a variety of instructional strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and relating to the In-School Suspension Program. The learning experiences shall follow and use approved curricula and instructional materials, within a block schedule.
8. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
9. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.
10. Attend student events to demonstrate genuine interest in the life of the students.

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11. Ensure the safety and health of all students, notifying the administration of any unsafe conditions and following established procedures.
12. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records.
13. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
14. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
15. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
16. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
18. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal, and not otherwise prohibited by law or regulation.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION

The Principal shall evaluate the Teacher Coordinator with Disciplinary Experience in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

8/15/11
Date