

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**TEACHERS**  
**3075 High School Teacher**  
**with Student**  
**Management**  
**Experience**  
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**JOB TITLE:** HIGH SCHOOL TEACHER WITH STUDENT  
MANAGEMENT EXPERIENCE

**REPORTS TO:** The Principal

**SUPERVISES:** Students assigned to In School Suspension

### **NATURE AND SCOPE OF JOB:**

Supervises students who are assigned to in school suspension for disciplinary reasons.

### **QUALIFICATIONS:**

The High School Teacher with student management experience shall:

1. Hold a New Jersey instructional, educational services, or administrative 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.
2. Serve as a currently employed professional member of the district, meeting the requirements for the position held.
3. Hold a valid driver's license with no serious violations.
4. Have excellent experience in teaching and working with adolescents, particularly those in need of disciplinary action.
5. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
6. Demonstrate knowledge and understanding of a child's growth and development.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. 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.

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11. 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.
12. 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.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District Application.
2. Employment interview.
3. District application and resume.
4. Required documentation outlined in the qualifications above.
5. 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.
6. College Transcripts.
7. Employment interview.

### **EMPLOYMENT TERMS:**

The High School Teacher with student management experience shall be employed under the following terms:

1. Work as assigned by the Principal when students are assigned to in school suspension.
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 High School Teacher with student management experience shall:

1. Establish high standards and expectations for all students to accept responsibility for behavior.
2. Supervise students and consistently administer rules regarding student behavior during detention.
3. Inform students of rules and expectations.
4. Maintain an atmosphere in which students are expected to remain seated and silent during the time period.
5. Work with the administration to have detention serve as an effective preventative disciplinary technique.
6. Assist students as needed with homework or instructional assignments.
7. Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
8. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
9. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
10. Organize and supervise approved field trips to enhance classroom learning.
11. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
12. Submit lesson plans in the approved format to the Principal as required and requested.
13. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
14. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
15. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
16. Discipline students in a fair and consistent manner, using school approved procedures.

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17. Seek assistance of the parents and the Principal when needed.
18. Establish a professional rapport with students that earns their respect.
19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
20. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
21. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
22. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
23. Employ a variety of methods for students to demonstrate learning and accomplishments.
24. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
25. Maintain records and provide evidence of growth and progress to parents and to students.
26. 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.
27. Assist with extra curricular activities, supporting the total program of the school.
28. 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.
29. Attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
32. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.

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33. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
34. 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.
35. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
36. Attend required staff meetings and serve, as appropriate, on staff committees.
37. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
38. 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.
39. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
40. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
41. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
43. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
44. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
45. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
46. 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 High School Teacher with student management 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