Tenafly PUBLIC SCHOOLS

Basic Skill Teacher

Qualifications:

- Valid New Jersey Instructional Certificate(s) in the assigned basic skills subject area
- Knowledge of effective teaching methods 3. Strong interpersonal, problem solving, and communication skills
- Ability to maintain a positive learning environment
- Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status

Primary Function:

To support the district's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and implementing the individual student improvement plan.

Direct Report:

Principal or his/her designee

Specific Duties and Responsibilities:

- Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Provides instruction to students in accordance with each student's identified needs.
- Develops lesson plans, uses appropriate instructional materials, including current and emerging technology, and provides individualized and small group instruction to meet the needs of each student.
- Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
- Works cooperatively with regular education instructional staff to coordinate learning activities and to monitor the progress of each pupil.
- Maintains records of student's educational progress in class record books and/or district approved forms and summarizes these marks for reporting purposes.
- Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
- Consults with the principal and members of the guidance department regarding each student's educational program and personal growth. Meets at least once annually with the principal, guidance counselor, parents, and other professional staff to review placement of each assigned student.
- Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
- Participates in the development of the district's plan for basic skills.
- Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
- Participates in school-level planning, faculty meetings/committees, and other school district forums.
- Makes effective use of community resources to enhance the instructional program.
- Performs other duties as assigned by the Superintendent of Schools or designee, or required by law, code, regulation, and/or Board policy

Terms of Employment:

10-Month Position

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

Board Approved:
December 2008

Revised: