Tenafly PUBLIC SCHOOLS

TEACHER

Qualifications:

- New Jersey Instructional Teaching Certificate;
- Demonstrated knowledge of subject matter,
- effective teaching methods and developmentally appropriate classroom activities; Ability to maintain a positive learning environment;
- Strong interpersonal and communication skills;
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Primary Function:

To implement an approved educational program and establish a class environment that fosters integrated learning, thinking, cooperation and personal and social growth; to help pupils to develop skills, i.e. technology, attitudes and knowledge needed as a foundation for continued education; and to maintain good relationships with parents, other staff members and the community.

Direct Report:

Principal or Designee

Specific Duties and Responsibilities:

CURRICULUM:

- Reviews/revises/writes curriculum.
- Achieves district educational goals and objectives by promoting active learning and thinking in the classroom using board-adopted curriculum and other appropriate learning tools.
- Develops lesson objectives and/or unit plans, uses instructional materials, provides individualized and small group instruction and adapts the curriculum when necessary to meet the needs of each pupil.
- Systematically measures student performance by means of a variety of assessment tools, such as teacher-made tests, standard and/or alternative assessment to measure learning.

STUDENTS:

- Implements current best practices to promote student learning.
- Budgets class time effectively.
- Plans lesson presentations, class activities and assessment for the class that meet group and individual needs, interests and abilities of all pupils.
- Uses technology to enhance instruction.
- Monitors pupil academic progress and personal growth toward stated objectives of instruction.
- Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning issues.
- Establishes and maintains standards of pupil behavior to achieve a classroom climate conducive to learning.
- Maintains records of pupils' educational progress in class record books, portfolios and/or board-approved forms and summarizes for reporting purposes.
- Devises written and oral assignments and tests that require analytical and critical thinking as well as factual knowledge.
- Serves as a member of the school's pupil assistance committee as needed. Works collaboratively with resource personnel.
- Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

PROFESSIONAL GROWTH STANDARDS:

- Maintains professional competence and continuous improvement through active membership in professional organizations and participation in professional development activities.

- Participates in faculty meetings, councils and district and school committees and other school system groups as appropriate.
- Makes effective use of community resources to enhance the instructional program.
- Upholds and enforces school rules, administrative regulations and board policy.
- Performs other duties within the scope of his/her employment and certification as may be assigned.
- Actively promotes professional growth, revision and improvement of curriculum and shared decision-making.

Terms of Employment:
Work year and salary to be determined by the Board.

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:

Revised:
rev. 6/6/95,7/19/95,7/21/95,9/18/95,2/12/96rs reports\teacherjobdesc