

# JOB DESCRIPTION

ELEMENTARY TEACHER

BOARD OF EDUCATION  
FAIRFIELD, NJ

CERTIFICATED STAFF

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## ELEMENTARY EDUCATION TEACHER

### Qualifications

- Valid NJ Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement of Eligibility
- Demonstrated knowledge of 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

Reports to: Principal

Supervises: Pupils, and when assigned, student teachers and classroom aides.

### Job Goal:

To provide an approved elementary education program and establish a class environment that fosters learning and personal growth; to help pupils develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

### Performance Responsibilities

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. 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.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's education progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

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8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking, as well as the reproduction of facts.
11. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests, and ability levels of all pupils.
12. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
13. Participates in school-level planning, faculty meetings/committees, and other school system groups.
14. Makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and Board policy.
16. Performs other duties within the scope of his/her employment and certification, as may be assigned.

Terms of Employment: Salary and work year 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 and evaluation of certified staff.

Legal References:

N.J.S.A.: 7F, 18A:6-7.1, -10, :16-2, :25-2, 4, :26-1, -1.1, -2, :27, :28-3, -5, -8, :37

N.J.A.C.: 6:3.1 et seq., :3-4.1 et seq., -4A.4, -5.1 et seq., -6, -9, 6:8, 6A:7, 6A:8, :9, :9-3.3, -5, -8, 9.2, -9.3, -15, 6A:16

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