

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: CLASSROOM TEACHER - Elementary

QUALIFICATIONS:

1. Valid New Jersey K-8 certificate and/or special area certification of eligibility.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
3. Ability to maintain a positive learning environment.
4. Independent use of word processing, E-Mail, Internet and appropriate software applications is highly desirable.
5. Strong interpersonal and communication skills.
6. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Principal and Vice Principal

SUPERVISES: Students, and when assigned, student teachers and classroom teacher assistants.
JOB GOAL: To create a flexible K-5 program and establish a class environment that fosters student learning and growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each student's ability; and to establish good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Teaches assigned grade level/subject reflecting the New Jersey Core Curriculum Standards; utilizing the course of study adopted by the Board of Education.
2. Instructs students in citizenship and good character.
3. Develops lesson plans and instructional materials to provide individualized and small group instruction.
4. Adapts the curriculum and differentiates instruction to meet the needs of each student using strategies such as inquiry, group discussion, lecture, discovery, and cooperative learning structures.
5. Incorporates technology into the teaching/learning process to provide all students with an opportunity to succeed.
6. Plans and paces lessons appropriately to best utilize the available time for instruction.
7. Provides lesson plans which allow the learning process to continue for students in the teacher's absence.
8. Sets high expectations for student achievement and behavior.
9. Establishes and maintains a positive climate for learning through appropriate classroom management and consistent with the philosophy and best practices of the Responsive Classroom approach.

10. Designs an orderly and predictable classroom in which materials and furniture are thoughtfully arranged to foster student independence and model effective organization.
11. Collects and interprets formative assessment data in order to differentiate instruction to meet students' learning needs.
12. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
13. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program. Responsible for promptly and professionally responding to parent requests for communication.
14. Identifies student needs and cooperates with other professional staff members in assessing and helping to solve learning, social and health problems.
15. Creates a safe and effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
16. Proactively seeks opportunities for professional growth and development.
17. Presents a positive role model for students that supports the mission of the school and district.
18. Administers standardized tests in accordance with state and district testing programs.
19. Participates in curriculum development programs as requested.
20. Keeps informed of and complies with state, city and school regulations and policies for classroom teachers.
21. Compiles, maintains, and files all reports, records, and other documents required. Responsible for checking district email at least daily.
22. Attends and participates in faculty, grade level and district wide meetings and serves on staff committees as requested.
23. Works collaboratively with colleagues at the grade level and/or within the department or designated special area.

**TERMS OF
EMPLOYMENT:**

Salary for a ten-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

APPROVED BY: Board of Education **DATE:** October 6, 2008

REVISED: