

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** **CLASSROOM TEACHER – Middle School**

**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 application 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**

**SUPERVISES:** Students, and when assigned, student teachers and classroom teacher assistants.

**JOB GOAL:** To create a flexible 6-8 program and establish a class environment that fosters student learning and growth; to establish effective rapport with students; to motivate pupils 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; utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter.
3. 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.
4. Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, differentiated instruction and cooperative learning.
5. Uses technologies in the teaching/learning process.
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
7. Set high expectations for student achievement and behavior.
8. Establish and maintain a positive climate for learning through appropriate classroom management.
9. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.

10. 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.
11. Identifies pupil needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
12. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
13. Demonstrates interest and initiative in professional improvement.
14. Presents a positive role model for students that supports the mission of the school and district.
15. Administers group standardized tests in accordance with state testing program.
16. Participates in curriculum development programs as requested.
17. Keeps informed of and complies with state, city and school regulations and policies for classroom teachers.
18. Compiles, maintains, and files all reports, records, and other documents required. Responsible for checking district email at least daily.
19. Attends and participates in faculty meetings and serves on staff committees as requested.

**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:**