

WEST DEPTFORD TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Classroom Teacher

QUALIFICATIONS: New Jersey Certification in specific subject areas or grades to be taught

IMMEDIATE SUPERVISOR: Building Principal, Supervisors and Assistant Principals or designated representative to the Principal. (Depending on the school or unit.)

SUPERVISES: Classroom Students

TERMS OF EMPLOYMENT: Ten-month position

FUNCTION: To provide the approved program to instruction in the subject(s) assigned to be taught and to assist in the daily operation of the school.

EVALUATION: Performance in this job will be evaluated annually in accordance with State statutes and rules, Board policies, administrative directives, and will be consistent with the terms and conditions of employment as set forth in the collective bargaining agreement between the Board and the Association.

DUTIES and RESPONSIBILITIES

CLASSROOM TEACHER

1. Plans, in accordance with established procedures both a program of study and lessons which are consistent with the approved course of study and which meet the individual needs, interests and abilities of students.
2. Implements by instruction and action the District's philosophy of education and the State, District and School's instructional goals and objectives.
3. Ensures satisfactory pupil progress and growth toward stated objectives of instruction.
4. Employs instructional method and materials that are most appropriate for meeting stated objectives including positive attitudes toward learning.
5. Develops effective procedures for the operation and management of the classroom and for following routine school procedures.
6. Establishes and maintains appropriate student behavior in the classroom, school building and school grounds and exercises due care for the health, safety and well – being of the students in accordance with the philosophy and rules of the school.
7. Assesses pupils in accordance with District testing policy and program, interprets the results and utilizes the information obtained for planning instruction, for reporting student growth and progress, and for improving curriculum.
8. Assists in curriculum development and in the selection of books, equipment and other instructional materials.
9. Works toward professional growth and meets the role model standards of a professional educator.
10. Maintains cordial and workable professional and social relationships with other members of the professional and non-professional staff and with students, parents and community members.
11. Displays respect towards the rights and feelings of students, thereby encouraging students to develop attitudes of respect for the rights, feelings, opinions and property of others.
12. Confers, as necessary and/or desirable, with students and parents to foster a constructive student-teacher and parent-teacher relationship.
13. Accurately maintains appropriate student records and submits required reports within designated time limits.
14. Effectively contributes in a reasonable manner to the overall after school functions and student activities of his/her school unit.

DUTIES AND RESPONSIBILITIES

CLASSROOM TEACHER

15. Gives proper attention to the care and protection of school property and uses material economically.
16. Adheres to and promotes the philosophy and objectives of the school, the administrative staff and the Board of Education and interprets the policies and program of the school in a positive and constructive manner.
17. Performs such other duties as may be assigned by the administrative staff in accordance with the contractual agreement or policies of the Board of Education.

JOB CRITERIA

CLASSROOM TEACHER

Item #1

- A. Reviews and adheres to scope sequence charts in planning.
- B. Planning reflects provision for individual differences of students.
- C. Select available learning materials to implement activities.
- D. Prepares and maintains written daily lesson plans according to the format and time schedule approved by the administration.
- E. Provides adequate substitute plans in accordance with established procedures.

Item #2

- A. Provides for individual differences in achievement and growth.
- B. Speaks in a clear and logical manner.
- C. Encourage student participation.
- D. Explains fully to students what is expected of them in the learning situation.
- E. Creates an atmosphere in which students perceive that the teacher cares about what and how they learn.
- F. Encourages students to work to the best of their abilities and take pride in their achievements.
- G. Generates and demonstrates enthusiasm in his/her approach to the teaching/learning process.
- H. Utilizes correct grammar and speech patterns and well-modulated voice while working with students.
- I. Encourages student self-evaluation.

Item #3

- A. Presents lessons in a clear and logical manner.
- B. Utilizes a variety of activities, teaching methods, and materials.
- C. Gives relevant assignments in class and for homework.
- D. Utilizes results of evaluation to modify teaching methods and curriculum content.

JOB CRITERIA

CLASSROOM TEACHER

Item #4

- A. Develops effective procedures for the smooth operation and management of the classroom.
- B. Knows and follows school rules and regulations.
- C. Emphasizes appropriate student behavior in accordance with the rules of the school.
- D. Is consistent in his/her expectations of and reactions of and reactions to student behavior.
- E. Manages own student discipline except in extreme situations.

Item #5

- A. Periodically evaluates the learning experiences of each student through the use of methods of assessment appropriate for subject and grade level. Provides and returns student assignments and tests within a reasonable period of time.
- B. Informs students of the basis of assessment.
- C. Takes part in the curriculum planning to improve the educational program of the school and school system.

Item #6

- A. Meets standards of a professional educator in punctuality and in the use of language.
- B. Provides leadership for students in developing good citizenship and patriotism.
- C. Maintains an awareness of current trends, changes and development in his/her subject area.
- D. Demonstrates self-control and positive self-confidence.

Item #7

- A. Keeps channels of communication open with parents and pupils.
- B. Has friendly working relationship with other staff members.
- C. Shows respect for rights and feelings of others.
- D. Exercises tact, diplomacy, and fairness in contacts with parents, students and community.

Item #8

- A. Is fair and just in dealing with students.
- B. Displays respect toward the rights and feelings of students.
- C. Is available for individual consultation at a mutually agreed upon time.
- D. If hired as teacher/coach, maintains participation in the athletic program as requested.
- E. Attends a reasonable amount of student performances.
- F. Chaperones a reasonable amount of student activities.
- G. Sponsors clubs or serves as a coach if abilities exist in said areas.
- H. Cooperates with request from administration to participate in the one or two evening PTO programs per year which feature teacher centered programs.

Item #9

- A. Demonstrates concern for the general condition of classroom, equipment, textbooks, and supplies.
- B. Maintains accurate inventory records of school materials textbooks, equipment.
- C. Prepares annual budget request in the approved formant.

Item #10

- A. Refrains from publicly criticizing school policies.
- B. Does not contribute to enhance, or elaborate rumors.
- C. Seeks accurate information before discussing school matters.
- D. Is supportive of other units within the school district.