

JOB DESCRIPTION

SPECIAL SUBJECT AREA TEACHER

BOARD OF EDUCATION
FAIRFIELD, NJ

CERTIFICATED STAFF

SUBJECT AREA TEACHER as defined in NJAC, Instructional Certificates

Qualifications

- Valid NJ Instructional Certificate and Subject Area Endorsement or eligibility
- Demonstrated knowledge of subject speciality and effective teaching methods
- 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/Designated Administrator

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

Job Goal:

To provide an approved 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 and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for 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. Assesses 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. Supervises pupils in out-of-classroom activities, as assigned.
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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