

# JOB DESCRIPTION

TEACHER IN CHARGE

BOARD OF EDUCATION  
FAIRFIELD, NJ

CERTIFICATED STAFF

## TEACHER IN CHARGE

### QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Valid Principal's Certificate or Certificate of Eligibility
3. Demonstrated knowledge of effective teaching and supervisor methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

\*As defined in N.J.A.C. 6A:9-9 Instructional certificates

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and teachers,(in the absence of the building principal)

### JOB GOAL:

In the event of the absence of the building principal/supervisor, exercises leadership and good judgment to direct staff and students.

### PERFORMANCE RESPONSIBILITIES:

1. In the event of an emergency, which requires an administrative decision, when principal/supervisor staff are not present, he/she will contact another district administrator for assistance.
2. Assists teachers in their efforts to supervise and control pupils in out-of-classroom activities or at arrival and dismissal, as assigned.
3. Maintains good relationships among parents and other staff members.
4. Performs other duties within the scope of his/her employment and certification, as may be assigned.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the board. Stipend will be paid that is in addition to teaching salary..

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

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## LEGAL REFERENCES:

<u>N.J.S.A.</u> 7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:6-7.1 for	Criminal history record; employee in regular contact with pupils; grounds disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10 public	Dismissal and reduction in compensation of persons under tenure in school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	Managing for equality and education in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.1	Authorizations-general
<u>N.J.A.C.</u> 6A:9-9.2	Endorsements and authorizations
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:32-4 <u>et seq.</u>	Employment and supervision of teaching staff
See particularly:	
<u>N.J.A.C.</u> 6A:32-4.1	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.2	Full-time employment of teachers
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6 <u>et seq.</u>	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7 <u>et seq.</u>	Student records
<u>N.J.A.C.</u> 6A:32-8 <u>et seq.</u>	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

Approved by: BOE

Date: April 29, 2014

Revised: