



OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE: BASIC SKILLS TEACHER

QUALIFICATIONS:

1. Possesses minimum of Bachelor's Degree.
2. Holds valid New Jersey instructional certificate, certificate of eligibility with advanced standing, or alternate route certification in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To support the district's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and implementing the individual student improvement plans.

PERFORMANCE RESPONSIBILITIES:

Assessment/Evaluation

1. Identifies students with substantial academic deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
3. All duties and tasks associated with being School Test Coordinator.

Instructional Planning

1. Develop instructional goals and specific instructional objectives for each student selected for remedial teaching.

2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his/her care.
3. Properly groups students for remedial instruction after consideration of the learning style and level of academic functioning of each student.
4. Prepares for classes assigned and shows evidence of preparation upon request of administrative and supervisory personnel.
5. When requested by the Director of Special Services, participates in educational plan preparation for children referred to the Child Study Team.
6. Participates with other staff members in curriculum planning during designated meetings.
7. Takes all necessary and reasonable precautions to protect supplies, equipment, materials, and facilities needed to implement effectively the planned instructional program.

Instruction

1. Meets with and instructs students in accordance with schedules previously devised.
2. Employs instructional media and techniques which are appropriate to the achievement of the specific goals and objectives set for each student.
3. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.
4. Strives to maximize the educational achievement of each student.
5. Maintains accurate and complete records as required by district policy and administrative regulations.

Student Management

1. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
2. Implements all relevant policies and rules governing student life and conduct.
3. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

Professional Development

1. Strives to maintain and enhance professional competences through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
2. Attends staff meetings as required.
3. Serves on staff committees on a voluntary basis.

School/Community Relations

1. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.

2. Cooperates and shares professionally with members of the administration and other staff.
3. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
4. Attends parent communication activities (i.e., Back to School Night, conferences).
5. In accordance with prescribed state and federal law as well as with administrative procedures, informs parents of placement in the Basic Skills Improvement Program.
6. Provides progress reports on students assigned to the program to both classroom teacher and parents as required.
7. Communicates with and assists teachers regarding objectives devised for each student and the materials being used to accomplish those objectives in their classrooms.

Other Assigned Duties:

1. Performs all other tasks and assumes such other duties as designated by the building principal.

TERMS OF EMPLOYMENT:

Ten month year. Salary is established within the agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION:

Performance of the job will be evaluated annually in Accordance with the provisions of the Board's policies for personnel evaluation.

DATE APPROVED:

September 29, 2008