

OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE:

TEACHER-GENERAL EDUCATION

QUALIFICATIONS:

- 1. Possesses minimum of Bachelor's Degree.
- 2. Holds valid New Jersey teaching certificate, certificate of eligibility with advance standing, or alternate route certification in accordance with state law and regulations.
- 3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relation 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 or designated administrator

JOB GOAL: To instruct students and facilitate their learning activities in attainment of established curriculum goals adopted by the Oaklyn Board of Education and within the resources provided by the Board.

PERFORMANCE RESPONSIBILITIES:

A. Instruction:

- 1. Meets and teaches classes in accordance with established school philosophy, goals, curriculum and procedures.
- 2. Strives to maximize the educational achievement of each student.
- 3. Employs a variety of instructional techniques and media and technology, consistent with district philosophy, goals and objectives, to present educational material in the most effective manner.
- 4. Assesses on an on-going basis, student strengths and weaknesses, provides appropriate activities to address student needs, and generates progress reports as required.
- 5. Maintains accurate and complete records as required by district policy and administrative regulations.
- 6. Refers students with suspected learning problems to appropriate support personnel using prescribed district procedures.

B. Student Management:

- 1. Creates a classroom environment that is conducive to leaning 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.

C. Instructional Planning:

- 1. Plans individual and/or group learning activities designed to meet student needs.
- 2. States objectives in lesson plans and provides assessment.
- 3. Prepares for classes assigned and shows evidence of preparation upon request of supervisory and administrative personnel.
- 4. Participates with other staff members in curriculum planning during designated meetings.
- 5. Incorporates into planning all diagnostic information provided through special services consultants (i.e. Child Study Team) and as required in the pupil's Individualized Education Program (IEP).
- 6. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instruction program.

D. Professional Development:

- 1. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district and state guidelines.
- 2. Attends staff meetings as required.

E. 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) as designated in the negotiated agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

F. Other Assigned Duties:

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

TERMS OF EMPLOYMENT:

Ten month year. Salary established in the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION:

Performance of the position will be evaluated in accordance with provisions of the Board's policies for personnel evaluation.

DATE APPROVED:

September 29, 2008