

B. 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.

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