

## Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

**TITLE: Teacher**

**Reports to: Principal**

**Job Summary:** To lead students toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

**Qualifications:**

- A teacher must be fully certified according to the requirements set forth by the Department of Education of the State of New Jersey.
- Demonstrated knowledge of career major area
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities. Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history background check and proof of US citizenship or legal resident alien status

**PERFORMANCE RESPONSIBILITIES:**

**Planning and Curriculum Development:**

1. Works to achieve state core curriculum content standards and district educational goals and objectives.
2. Maintain an appropriate record book of subject matter covered, procedures to be followed, evaluation of student progress on a systematic basis.
3. Participates in the development of the Districts plan for education.
4. Attend such staff meetings, in-service training sessions and curriculum development meetings as may be provided by the district.

**Instructional (classroom):**

1. Develops lesson plans and instructional materials and provides instruction to meet the needs of each pupil.
2. Develop a classroom environment that is conducive to learning appropriate to the maturity and interests of the student.
3. Devises assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
4. Guide the learning process towards the achievement of curriculum goals and objectives.
5. Establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
6. Employ rules of classroom behavior and procedures to maintain order in the classroom.
7. Assess the accomplishments of students on a regular basis and provide progress reports as required.
8. Refer, when noted, the students with behavioral, physical, or learning disabilities and seek assistance from the district's specialists as required.
9. Communicate with parents, colleagues, and students with regard to pupil instructional needs and progress.

Non-Instructional Duties:

1. Implement policies, rules, and administrative regulations of her/his school and the district.
2. Supervise the utilization of books and supplies as provided for students by the Board of Education.
3. Share in the maintaining of her/his school's decorum.

Supervises:

Students, student teachers, career major tutors, and classroom aides when assigned

**BOARD OF EDUCATION APPROVAL:**