



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

**JOB DESCRIPTION**

<b>TITLE:</b>	Classroom Teacher 5-12	
<b>REPORTS TO:</b>	Building Principal and assigned Supervisor or Designee	
<b>DATE APPROVED:</b>	Readopted – August, 2019	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Supporting the implementation of the district's mission, vision and core values by promoting a positive and safe learning environment that meets the needs of all students by establishing collaborative relationships with colleagues, students, families and the community. Provides for rigorous learning experiences and effective supervision of assigned students with a supportive and positive classroom environment that develops in each student the attitudes, knowledge, critical thinking and problem solving skills to meet and exceed the New Jersey Student Learning Standards (NJSLS) following the district's approved curriculum and directives of the school's administration.

**QUALIFICATIONS:**

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.C.A. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6,2, or 8,1 et seq).
2. Have experience in teaching and working with adolescents.
3. Demonstrate a comprehensive knowledge of the content field.
4. Demonstrate aptitude and competence for assigned responsibilities.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administrators, parents, and the community.
7. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Ten (10) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes high standards and expectations for all students for academic performance and responsibility for behavior.
2. Displays ethical and professional behavior and standards when working with students, parents, school personnel and other agencies associated with the school.
3. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are

consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the New Jersey State Learning Standards (NJSLs); Lesson Plans shall follow and use approved curricula and instructional materials.

4. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
  - Develop career planning and workplace readiness skills;
  - Use technology, information and other tools;
  - Use critical thinking, decision-making, and problem solving skills;
  - Demonstrate self-management skills; and
  - Apply safety standards.
5. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
6. Provides and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
7. Maintains a classroom environment that supports learning and encourages student growth.
8. Organizes and supervises approved field trips to enhance classroom learning.
9. Monitors the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
10. Develops and submits lesson plans that are reflective of quality instruction, in the approved format to the Principal or Supervisor as required and requested.
11. Provides a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques; Implements the Student Code of Conduct in a fair and consistent manner, using school approved procedures; Seeks assistance of the parents, Principal or Supervisor when needed.
12. Establishes a professional rapport with students that earns their respect.
13. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
14. Assesses and diagnoses the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data; Plans and adjusts the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
15. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
16. Employs a variety of methods for students to demonstrate learning and accomplishments. Evaluates and grades homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Uses data organization systems (i.e. Genesis) to document academic, social/emotional progress, collegial and parental communication.
17. Assumes responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
18. Attends student events to demonstrate genuine interest in the life of the students.
19. Ensures the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
20. Creates a stimulating, and aesthetically welcoming, organized, functional, healthy, and safe classroom.
21. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Principal or Supervisor. Maintains accurate attendance records.

22. Provides teacher leadership and works cooperatively, to direct paraprofessionals in meeting their para-educators responsibilities, establishing clear expectations and guidance for roles and responsibilities.
23. Serves as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
24. Attends required staff meetings and serves, as appropriate, on staff committees; Participates in curriculum and program development, and in the selection of materials and equipment to support instruction.
25. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, serves medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
26. Continues to grow professionally through collaboration with colleagues and professional growth experiences.
27. Completes the required hours of State-approved continuing professional development every year, in accordance with State and district procedures as specified in the Professional Development Plan (N.J.A.C. 6:11-13).
28. Recommends to the Principal or Supervisor the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
29. Maintains safe working conditions and safely operate electronics and other equipment needed to carry out job functions and responsibilities.
30. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
31. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.
32. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
33. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

<b>ENVIRONMENTAL DEMANDS:</b>
<p>The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.</p> <ol style="list-style-type: none"><li>1. Exposure to a variety of childhood and adult diseases and illnesses.</li><li>2. Occasional exposure to a variety of weather conditions.</li><li>3. Exposure to heated/air conditioned and ventilated facilities.</li><li>4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.</li><li>5. Function in a workplace that is usually moderately quiet but that can be noisy at times.</li></ol>
<b>EVALUATION:</b>
<p>Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.</p>