



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Classroom Teacher PreK-4		
REPORTS TO:	Principal and assigned Supervisor		
DATE APPROVED:	Readopted – August, 2019	BY:	Board of Education

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the New Jersey Student Learning Standards, following the approved curricula and directives of the school. In addition, elementary teachers will strive to meet the highly effective criteria for the preparation of lesson plans, the use of data to drive instruction, the delivering of quality instruction, addressing the needs of diverse learners through differentiation, classroom environment, leadership, and professionalism. Achieving academic excellence requires that the Elementary Teacher work collaboratively with other members of the school staff and with parents of each child.

QUALIFICATIONS:

1. Hold a New Jersey instructional certificate in accordance with the elementary education endorsement, and other appropriate endorsement(s) (N.J.C.A. 6:11-6.1, 6.2, or 8.1 et seq.), in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have experience in teaching and working with children.
3. Have integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrate a comprehensive knowledge of the content field when holding a content specific teaching responsibility on the elementary level.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. 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 Student Learning Standards. The learning experiences shall follow and use approved curricula and instructional materials.
4. Plans and implements instruction to ensure that all students meet and exceed the New Jersey Student Learning Standards (NJSLS) in the seven content areas as appropriate:
 - Language Arts Literacy;
 - Mathematics;
 - Science;
 - Social Studies;
 - World Languages;
 - Comprehensive Health and Physical Education; and
 - Visual and Performing Arts.
5. In those areas in which a teacher specialist takes the primary responsibility for the content and skills of the Standard, the elementary teacher will coordinate classroom instruction with the teacher specialist in order to reinforce learning and student achievement.
6. 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.
7. 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.
8. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Maintains a classroom environment that supports learning and encourages student growth. Organizes and supervises approved field trips to enhance classroom learning.
9. Monitors the pacing of instruction and budgets class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
10. Submits highly effective 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. Disciplines students in a fair and consistent manner, using school approved procedures. Seeks assistance of the parents and the Principal 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 child 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. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialist 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 grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintains records and provides evidence of growth and progress to parents and to students.
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. Ensures the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
19. Creates a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
20. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintains accurate attendance records. Account for all funds collected from students.
21. Works cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
22. 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.
23. Maintains positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
24. Attends required staff meetings and serves, as appropriate, on staff committees. Participate 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, sever medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
26. Completes the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
27. Recommends to the Principal the supplies and equipment needed to support instruction and assists with ordering, following established procedures.
28. Maintains in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
29. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
30. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulations.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
32. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:
<p>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.</p> <p>Unless reasonable accommodations can be made while performing this job, the staff member shall:</p> <ol style="list-style-type: none"> 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.
ENVIRONMENTAL DEMANDS:
<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"> 1. Exposure to a variety of childhood and adult diseases and illnesses. 2. Occasional exposure to a variety of weather conditions. 3. Exposure to heated/air conditioned and ventilated facilities. 4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. 5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION:
<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>