



Job Description: Elementary Teacher

Reports To: Principal, Supervisor of Curriculum & Instruction

Qualifications: N. J. Standard Certification in Elementary Education or CEAS, CE

Must pass a criminal history background check (CHR) and have a physical examination by a doctor using the district physical examination form.

Education and/or Experience:

Bachelor of Arts degree or higher

Job Goal: Accommodate individual needs and to create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

Evaluation:

Teachers are evaluated on their performance using the Achieve NJ Teacher Evaluation components; Teacher Practice and Student Achievement and for select teachers, Student Growth Percentiles. Performance of this job will be evaluated two or three times annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Essential Duties and Responsibilities: (Other duties may be assigned)

- Teaches district approved curriculum.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.,
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of para pros, parents, and volunteers in the classroom and on field trips.

- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
 - Creates an environment for learning through functional and attractive displays interest centers and exhibits of students' work.
 - All other duties as assigned by your immediate supervisor and/or principal.
- a. Display a working knowledge of the district curriculum and subject matter.
 - b. Set high expectations for student achievement and behavior.
 - c. Prepare a plan to meet the individual and collective needs of assigned students.
 - d. Create an optimal learning environment
 - e. Support the mission of the East Newark Public School District.
 - f. Actively participate in Professional Development activities in accordance with district and NJ Department of Education guidelines.
 - g. Complete all administrative duties (grades, attendance, lesson plans, etc.) in a concise, timely manner.
 - h. Adhere to all policies adopted by the East Newark Board of Education.
 - i. Work cooperatively with the administration and staff.
 - j. Maintain a professional manner in any activity connected directly or indirectly with the school district.

Supervisory Responsibilities:

Supervises classroom, students and volunteers

Language Skills:

Ability to read, analyze, and interpret text.

Fluency in English

Bilingual Spanish preferred.

Mathematical Skills:

Ability to work with mathematical concepts and fundamentals of math.

Other Skills and Abilities:

Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Work Year:

September 1 through June 30.

Approved by the East Newark Board of Education: March 2, 2020