



**Job Title:** Middle School Science / Social Studies (Maternity Leave)  
**Assignment:** Middle School Math  
**Reports To:** Principal

---

### **JOB SUMMARY**

The educator is the primary instructional delivery person in the classroom. Student achievement and growth are primarily dependent on the work and efforts of the classroom teacher. The position is demanding, varied and complex. The classroom teacher must be a relationship builder, have excellent communication and interpersonal skills and be well trained in content knowledge and teaching strategies.

---

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

- 1) Teach classes.
- 2) Maintain appropriate licenses and training hours as required.
- 3) Comply with applicable District, state, local and federal laws, rules and regulations.
- 4) Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educators.
- 5) Adhere to all New Jersey Administrative Rules related to licensed educators.
- 6) Attend work regularly and on -time.
- 7) Focus on making learning visible through effective student engagement.
- 8) Work cooperatively with other team members to improve the instructional program.
- 9) Effectively use technology to support effective instruction and student learning.
- 10) Evaluate and differentiate student progress and adapt individual programs to meet student needs.
- 11) Implement New Jersey Student Learning Standards with rigor, purpose, and planning.

---

### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Serve on building and District and school committees and councils.
2. Report issues to authorities as necessary, suspicious activity etc.
3. Reports safety, sanitary and fire hazards immediately to supervisor.

## EDUCATOR STANDARDS FOR PROFESSIONAL PRACTICE

*The educator standards of professional practice define expectations for educators in the District. The standards help frame a comprehensive definition of effective teaching. Educators holding a teaching position will strive to perform at the proficient level on each of the following standards. Other duties may be assigned as necessary.*

### **Domain I: Planning & Preparation**

- a. Demonstrate Knowledge of Content & Pedagogy
- b. Demonstrate Knowledge of Students
- c. Set Instructional Outcomes
- d. Demonstrate Knowledge of Resources
- e. Design Coherent Instruction
- f. Design Student Assessments

### **Domain III: Instruction**

- a. Effective Communication with Students
- b. Use Questioning & Discussion Techniques
- c. Engage Students in Learning
- d. Use Assessment in Instruction
- e. Demonstrate Flexibility & Responsiveness

### **Domain II: Classroom Environment**

- a. Create an Environment of Respect & Rapport
- b. Establish an Culture for Learning
- c. Manage Classroom Procedures
- d. Manage Student Behavior
- e. Organize Physical Space

### **Domain IV: Professional Responsibilities**

- a. Reflect on Teaching
- b. Maintain Accurate Records
- c. Communicate with Families
- d. Participate in a Professional Community
- e. Grow & Develop Professionally

---

## SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

---

## MINIMUM REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education, Certificates, Licenses, Registrations:** Must hold an undergraduate degree. Must hold a valid New Jersey Teaching Certification with a Math Endorsement. Certifications as determined by the District including, a valid N.J. Driver License and ability to obtain a valid CPR/First Aid card.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Experience (preferred):** At least one year of Math teaching experience at the middle level or student teaching experience.  
**Language Skills:** Ability to communicate fluently verbally and in writing in English. Bilingual Spanish preferred. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Outlook, and Excel. Ability to type accurately and proficiently. Ability to effectively use Synergy gradebook.
- **Other Skills and Abilities:** Interest in teaching one section of an elective course such as Art or Technology. Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Willingness to coach.

---

### **PREFERRED QUALIFICATIONS**

- Master's degree
- Experience teaching NJSLs at the middle level
- Experience utilizing proficiency-based grading practices

---

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb up to four flights of stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

---

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour workweek when workload requires.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employee may be exposed to bloodborne pathogens.

---

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_