

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Primary Literacy Support Teacher

**REPORTS TO:** Principal

**QUALIFICATIONS:** Elementary Teacher Certification or eligibility  
Required criminal background check and proof of US citizenship  
or legal resident alien status

**JOB GOAL:** To work collaboratively with the classroom teacher to promote literacy in the primary grades.

## PERFORMANCE REPOSIBILITIES

Working collaboratively with the classroom teacher to develop and implement the best practices related to literacy education, the Primary Literacy Support Teacher will:

1. Meet and instruct assigned classes in the location and at times designated.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepare for classes assigned, and show written evidence of planning, specifically instructional objectives, activities and assessments upon request of supervisors.
4. Set and maintain standards of classroom behavior.
5. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
6. Implement the district's philosophy of education and instructional goals and objectives.
7. Take all necessary and responsible precautions to protect students, equipment, materials, and facilities.
8. Evaluate student progress on a regular basis.\*
9. Uphold and enforce school rules, administrative regulations, Board policy, state and federal law.
10. Make provision to be available to students and parents for education-related purposes outside the instructional day when required or requested to do so, under reasonable terms.

11. Handle routine requests promptly and renders timely and accurate reports.
12. Assist in the selection of educational materials.
13. Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
14. Pursue opportunities for professional growth. Follow suggestions which are directed towards professional improvement.
15. Assist students to correlate oral and reading comprehension to all learning and the real world.
16. Assist students in making connections among the various skills associated with literacy.
17. Performs such other duties as may be assigned.

***\*Provides a systematic, well-documented summary of students' effectiveness in the classroom.***

Approved: 10/07/03

Approved: 5/12/09

Revised: 9/24/09