

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Teacher

REPORTS TO: Principal or Principal/Supervisor

QUALIFICATIONS: New Jersey Instructional Certificate
Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
Ability to maintain a positive learning environment
Strong interpersonal and communication skills
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: To structure the learning environment so students will show evidence of fulfilling their potential for intellectual, emotional, and social growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the location and at times designated.
2. Develops and maintains a classroom environment conducive to effective learning.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of supervisors.
4. Sets and maintains standards of classroom behavior.
5. Employs a variety of effective instructional techniques.
6. Implements district initiatives and instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Provides a systematic, well-documented summary of students' progress in the classroom.
9. Upholds and enforces school rules, administrative regulations, Board policy, state and federal law.

Teacher (continued)

10. Makes 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. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
12. Handles routine requests promptly and renders timely and accurate reports.
13. Assists in the selection of books, equipment and other instructional materials.
14. Works 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.
15. Participates in activities designed for ongoing professional growth. Follows suggestions which are directed toward professional improvement.
16. Sets and maintains appropriate standards of classroom behavior.

1/85

Approved: 5/12/09

Revised: 9/24/09