

## **ABSECON PUBLIC SCHOOLS**

Job Description

**TITLE: Basic Skills Teacher**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional certificate (P-3)
2. Reading Specialist endorsement
3. Demonstrated knowledge of effective methods and developmentally appropriate Tier One, Tier Two, and Tier Three interventions
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

**REPORTS TO:**

- ✓ Director of Special Services/Curriculum and Principal(s)

**JOB GOAL:**

- ✓ To implement programs and interventions intended to narrow the learning gap in literacy and to establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

1. Works to achieve state student learning standards and district educational goals and objectives by promoting active learning in the classroom using the Board adopted curriculum and other appropriate learning activities, programs and interventions.
2. Provides instruction to students in accordance with each student's differentiated learning needs.
3. Works cooperatively with teaching staff to coordinate instructional activities and to monitor the progress of each student and provides support instruction in the classroom or in small group instruction.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Monitors student academic progress and personal growth toward stated objectives of instruction.

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6. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
11. Participates in school level planning, faculty meetings/committees and other school system groups.
12. Makes effective use of community resources to enhance the instructional program.
13. Upholds and enforces school rules, administrative regulations and Board policy.
14. Performs other duties within the scope of employment and certification as may be assigned.

### **TERMS OF EMPLOYMENT:**

- Ten (10) month work year.
- Salary as negotiated through the Absecon Education Association.

### **EVALUATION:**

- Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified personnel.