

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: LONG TERM SUBSTITUTE ELEMENTARY SCHOOL TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional certificate and subject area endorsement or eligibility
2. Demonstrated knowledge of effective methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communications skills
5. Required criminal history background check and review, pre-employment sexual misconduct/child abuse disclosure, and check proof of United States citizenship or legal resident alien status.

REPORTS TO:

- ✓ Principal

SUPERVISES:

- ✓ Students, and when assigned, student teachers and classroom aides

JOB GOAL:

- ✓ To provide an approved elementary education program and 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 safe New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

ABSECON PUBLIC SCHOOLS Performance Responsibilities (continued):

4. Monitors student academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
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. Participates in the creation and revision of curriculum.
11. Works and maintains records on mandatory trainings established by the district.
12. Other duties as determined by administration.
13. Devises written and oral assignment and tests that require analytical and critical thinking as well as the reproduction of facts.
14. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
15. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
16. Participates in school-level planning, faculty meetings/committees and other school system groups.
17. Makes effective use of community resources to enhance the instructional program.
18. Upholds and enforces school rules, administrative regulations and board policy.
19. 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 contract.

EVALUATION:

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