JOB DESCRIPTION

JOB TITLE: **TEACHER - ELEMENTARY**

MPS POSITIONS (PC#):

GENERAL DESCRIPTION:

To provide an approved elementary education program and establish a class environment that fosters learning and personal growth; to help pupils 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.

QUALIFICATIONS: NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- Valid NJ Instructional Certificate and Elementary Education Endorsement or eligibility.
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
- Ability to maintain a positive learning environment.
- Strong interpersonal and communication skills.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES: NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
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 pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil 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 pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests, and ability levels of all pupils.
12. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
13. Participates in school-level planning, faculty meetings/committees and other school system groups.
14. Makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations, and board policy.
16. Performs other duties within the scope of his/her employment and certification as may be assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Education Association and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association.

APPROVED BY:
DATE: 2/23/10 2/23/10 2/23/10