

**RIVER VALE BOARD OF EDUCATION  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** K-8 SUBJECT AREA TEACHER\*

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Minimum Experience as determined by the Board of Education
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

\*As defined in N.J.A.C. 6:11-6.2, endorsements and authorizations

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:** To provide an approved 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.

**Specific Duties and Responsibilities:**

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks, technology, and other appropriate teaching materials.
2. Develops lesson plans, utilizes instructional materials, and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.

5. Maintains records of pupil's educational progress in class record books, electronic grade book, 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. Maximizes 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. Supervises pupils in out-of-classroom activities as assigned.
12. Maintains professional competence and continuous improvement through in-service education activities 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. Provides extra help to students as needed.
17. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified staff.

**REVISED:**

**December 13, 2011**

**BOARD APPROVED:**

**9/7/2010**