

**RUMSON SCHOOL DISTRICT**  
**Rumson, New Jersey**

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**TITLE:           ELEMENTARY EDUCATION TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**       Principal

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

**JOB GOAL:**

1. To provide an approved elementary education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to achieve state curriculum standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board adopted textbooks and digital curriculum resources and other appropriate learning activities and 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 pupil.
3. Sets specific objectives wherever possible in lesson preparation and lesson plans and carries through presentation to effectively achieve these objectives.
4. 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.

Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress and summarizes these marks for reporting purposes as outlined by administration.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Devises written and oral assignments and tests that require analytical and critical thinking of knowledge, understanding, and skill.

Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

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Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the CBA.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved: 26 April 2017

**LEGAL REFERENCES:**

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act  
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:25-4 School register; keeping  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for noncitizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.S.A. 18A:37 Discipline of pupils  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
    See particularly:  
    N.J.A.C. 6A:9-3.3 Professional standards for teachers  
    N.J.A.C. 6A:9-5 General certification policies  
    N.J.A.C. 6A:9-8 Requirements for instructional certificate  
    N.J.A.C. 6A:9-9.2 Elementary school  
    N.J.A.C. 6A:9-9.3 Elementary school with subject matter specialization  
    N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:32 School district operations  
    See particularly:  
    N.J.A.C. 6A:32-4 Employment of teaching staff  
    N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members

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N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-7 Student records

N.J.A.C. 6A:32-8 Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.