

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: SUPPLEMENTAL TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility, or alternative route certification, in accordance with State law and regulations.
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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Principal, Supervisor of Curriculum, Instruction & Assessments

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

JOB GOAL:

1. To support the district's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and providing supplemental instruction to remedy those deficiencies;
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.
4. Instructs students and facilitates their learning in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

Assessment/Evaluation

1. Identifies students with substantial academic deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
3. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.

Develops lesson plans and learning activities

1. Develops instructional goals and specific instructional objectives for each student selected for remedial teaching.
2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his or her care.
3. Works to achieve state curriculum standards and district educational goals and objectives by promoting active learning using board-adopted curriculum and other appropriate learning activities.
4. 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. Prepares for instructional periods and shows evidence of preparation upon request of administrative and supervisory staff.
5. In cooperation with the building principal and supervisor, properly groups students for remedial instruction after consideration of the learning style and level of academic functioning of each student.

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6. Sets specific objectives wherever possible in lesson preparation and lesson plans and carries through presentation to effectively achieve these objectives.
7. Plans class activities and lesson presentations that are age-appropriate for the student or group of students, and that 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 in class record books and/or board approved forms and summarizes these marks for reporting purposes.
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. Uses instructional technology proficiently in order to achieve specific goals and objectives set for students.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
8. Provides classroom instruction to students as outlined in lesson plans.
9. Maintains established routine of the school and classroom procedures in which assigned.
10. Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
11. Meets and instructs assigned classes in the locations and times designated.
12. Completed other duties as assigned.

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.

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. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities.
3. 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: August 22, 2018

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LEGAL REFERENCES:

<u>N.J.S.A.</u> 7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-10.1	Preschool through grade three certification requirements
<u>N.J.A.C.</u> 6A:9B-10.11	Elementary school with subject matter specialization
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:32	School district operations
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 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.