

# RUMSON SCHOOL DISTRICT

Rumson, New Jersey

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**TITLE: EARLY CHILDHOOD EDUCATION TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Teacher of Preschool through Grade 3 Endorsement or Eligibility; Teacher of Students with Disabilities.
2. Demonstrated knowledge of effective early childhood 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, Supervisor of Special Education

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

**JOB GOAL:**

To provide an approved early childhood education program and establish a class environment that is developmentally appropriate educational experiences that build a strong foundation for academic success. All children are expected to grow socially, cognitively, emotionally, and physically, and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.
2. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
3. Implements the approved curriculum and uses appropriate learning activities designed to foster learning at each child's developmental level. Works to achieve district educational goals and objectives and state core curriculum content standards.
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. Balances teacher-directed and child-initiated experiences.
5. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

Instruction and pupil contact

1. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.
2. Develops and uses age-appropriate assessment and screening tools and maintains records of pupil's development and educational progress in class record books and/or approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.

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4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Uses observations to expand, play and plan activities that recognize individual differences.
7. Participate in the developing of new ideas and methods for program enhancement and adjusts to changes.

### 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. 12. Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.
3. Makes effective use of community resources to enhance the instructional program

### Professional contacts and activities

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Plans and develops parent and community activities and/or events when needed.

### 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 NJ State law and the provisions of the board's policy on evaluations

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

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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

See particularly:

N.J.A.C. 6A:8-2.4	Authority for requirement to establish early childhood education programs
N.J.A.C. 6A:8-3.4	Requirements for early childhood education programs
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	Instructional certificates
N.J.A.C. 6A:9-9.11	Exceptions to requirements for the instructional certificate
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:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
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

Early Childhood Education Program Expectations: Standards of Quality, PTM# 1503.18, September 2002

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. Cir. 1993)