

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE: ELEMENTARY TEACHER**

**QUALIFICATIONS:** - N.J. Instructional Certificate and Elementary Education  
Endorsement or eligibility.

Demonstrated knowledge of effective teaching methods and  
developmentally appropriate classroom activities.

Ability to maintain a positive and effective learning environment.

Strong interpersonal and communication skills.

Required criminal background check

New Jersey residency required

**REPORTS TO:** Principal

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

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

**PERFORMANCE RESPONSIBILITIES:**

1. Works to achieve district educational goals and objectives by promoting active learning in the classroom using Board of Education adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional material and provides individualized and small group instruction and homework in order to adapt the curriculum to the needs of each pupil and each pupil's individualized education plan, pupil assistance plan, or individualized student improvement plan.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives through classwork

and homework.

4. Evaluates and monitors pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupils educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Administers standardized group tests.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems as identified.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
9. Serves as a member of the school's pupil assistance committee as required, and assists the committee in the implementation of any such pupil plan.
10. Budgets class time effectively.
11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
12. Devises written and oral assignments and tests that require analytical and critical thinking.
13. 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.
14. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
15. Attends and participates in faculty meetings, committees and other school district groups.
16. Makes effective use of community resources to enhance the instructional program.
17. Upholds and enforces school rules, administrative regulations and Board policy.
18. Supervises students, student teachers, paraprofessionals, instructional aides, volunteers and other appropriate personnel as designated by the administration.
19. Performs other duties which may be within the scope of his/her employment and certification as may be assigned by the building principal.

**TERMS OF  
EMPLOYMENT:**

Ten month position and salary to be determined by the board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy and completed by the Principal.

Revised: Dec. 17, 2019

Employee Signature