



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

- I Title:** Elementary Education Teacher
- II Qualifications:**
- A. Valid New Jersey Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement or eligibility
  - B. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
  - C. Ability to maintain a positive learning environment
  - D. Strong interpersonal and communication skills
  - E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- III Primary Function:** Supervises pupils, and when assigned, student teachers and classroom aides. Provide an approved elementary education program and establish a class environment that fosters learning and personal growth; to help pupils 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.
- IV Reports to:** Principal/Designated Administrator
- V Major Duties and Responsibilities:**
- A. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
  - B. 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.
  - C. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
  - D. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
  - E. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

ELEMENTARY EDUCATION TEACHER

- F. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
  - G. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
  - H. Budgets class time effectively.
  - I. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
  - J. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
  - K. 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.
  - L. Supervises pupils in out-of-classroom activities as assigned.
  - M. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
  - N. Participates in school-level planning, faculty meetings/committees, and other school system groups.
  - O. Makes effective use of community resources to enhance the instructional program.
  - P. Upholds and enforces school rules, administrative regulations, and board policy.
  - Q. Performs other duties within the scope of his/her employment and certification as may be assigned by administrator.
- VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.