

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
BRIDGETON, NEW JERSEY**

**JOB DESCRIPTION**

**TEACHER**

**JOB GOAL**

To provide an approved educational program for all students; to establish a class environment that fosters learning and personal growth; to help students develop the necessary skills, knowledge, and attitudes needed to provide a strong foundation for continued education; and to maintain professional relationships with parents and other staff members.

**SUPERVISES**

Students, and when assigned, student teachers and classroom aides.

**QUALIFICATIONS**

1. Valid New Jersey Instructional Certificate in Subject Area Endorsement or Certificate of Eligibility.
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and student skill development. Teaches students through an approved course of study using Board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Sets specific objectives wherever possible in lesson preparation, submits weekly lesson plans in electronic format, and carries through presentation design to effectively achieve these objectives.
4. Assesses student academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of student' educational progress in electronic grade books and summarizes these marks for district reporting purposes in accordance with district procedures.
6. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Checks voice mail and email on a daily basis and responds to parental inquiries in a timely manner.
11. Devises written and oral assignments, tests, quizzes, and final exams that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises students in out-of-classroom activities as assigned.

13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
14. Participates in school-level planning, faculty meetings, department meetings, committees, and other school system groups.
15. Participates in curriculum development, review, and revision process as directed.
16. Makes effective use of community resources to enhance the instructional program.
17. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
18. Performs other duties within the scope of his/her employment and certification as may be assigned.

### **ESSENTIAL SKILLS/ABILITIES**

1. Thorough understanding of the pedagogy and best practices of education.
2. The desire to teach high school students and the ability to adapt to their developmental status.
3. High integrity and ethical standards.
4. Ability to maintain a positive learning environment.
5. Ability to design lessons that teach curriculum in an engaging manner, applying various teaching methods.
6. Strong supervisory and leadership skills to manage and control the classroom.
7. Excellent verbal and written communication skills.
8. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
9. Excellent organizational skills and attention to detail.
10. Creative analytical and problem-solving skills.
11. Proficiency with technology resources.
12. Regular attendance.
13. Must be able to traverse school facility/grounds and lead students to safety in the event of an emergency.

### **REPORTS TO**

Principal and Designated Administrators.

### **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the Board of Education.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with state law, CRBOE/CREA contractual provisions, and the Board of Education's policy on evaluation of certified staff.

\*This job description is subject to change at any time.

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| APPROVED BY: | <b>Cumberland Regional Board of Education</b> |
| DATED:       | <b>March 13, 2008</b>                         |
| AMENDED:     | <b>February 12, 2009</b>                      |
| AMENDED:     | <b>May 27, 2021</b>                           |

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**Legal References:**

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|--------------------------|------------|----------------|---|
| <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.A.C.</u>          | 18A:37     |                | Discipline of pupils  |
| <u>N.J.A.C.</u>          | 6:3-3.1    | <u>et seq.</u> | Conditions of employment for teachers   |
| <u>N.J.A.C.</u>          | 6:3-4A.4   |                | Requirements of physical examinations   |
| <u>N.J.A.C.</u>          | 6:3-4.1    | <u>et seq.</u> | Supervision; observation and evaluation   |
| <u>N.J.A.C.</u>          | 6:3-5.1    | <u>et seq.</u> | Seniority   |
| <u>N.J.A.C.</u>          | 6:8        |                | Thorough and efficient system of free public schools  |
| <u>N.J.A.C.</u>          | 6:3-9      |                | Attendance and pupil accounting   |
| <u>N.J.A.C.</u>          | 6A:7       |                | Managing for equality and education 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-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-9.1  |                | Authorizations-general  |
| <u>N.J.A.C.</u>          | 6A:9B-9.2  |                | Endorsements and authorizations   |
| <u>N.J.A.C.</u>          | 6A:9C      |                | Required professional development for teachers  |
| <u>N.J.A.C.</u>          | 6A:16      |                | Programs to support student development   |
| <u>N.J.A.C.</u>          | 6A:32--7   |                | Student records   |

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