

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

TEACHER

GENERAL RESPONSIBILITIES: To instruct students and facilitate their learning activities in attainment of established curriculum goals adopted by the Rumson-Fair Haven Regional High School Board of Education and within the resources provided by the Board.

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Holds valid New Jersey instructional or educational services certificate, certificate of eligibility with advanced standing (CEAS), or certificate of eligibility (CE), with necessary and appropriate subject-area endorsements for the specific position, in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

RESPONSIBILITIES:

1. Instruction
 - a. Meets and teaches classes in accordance with established school philosophy, goals, curriculum and procedures.
 - b. Strives to maximize the educational achievement of each student.
 - c. Employs a variety of instructional techniques and media and technology, consistent with district philosophy, goals and objectives, to present educational material in the most effective manner.
 - d. Assesses on an on-going basis, student strengths and weaknesses, provides appropriate activities to address student needs, and generates progress reports as required.
 - e. Maintains accurate and complete records as required by district policy and administrative regulations.

- f. Refers students with suspected learning problems to appropriate support personnel using prescribed district procedures.
2. Student Management
 - a. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
 - b. Implements all relevant policies and rules governing student life and conduct.
 - c. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.
 3. Instructional Planning
 - a. Plans individual and/or group learning activities designed to meet student needs.
 - b. Prepares for classes assigned and shows lesson plans and other evidence of preparation upon request of supervisory and administrative personnel, or in the event that a substitute will be covering a class in the employee's absence.
 - c. Participates with other staff members in curriculum planning during designated meetings.
 - d. Incorporates into planning all diagnostic information provided through special services consultants (i.e., Child Study Team) and as required in the pupil's Individual Education Program (IEP).
 - e. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.
 4. Professional Development
 - a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
 - b. Attends staff meetings as required.
 5. School/Community Relations
 - a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
 - b. Cooperates and shares professionally with members of the administration and other staff.
 - c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
 - d. Attends parent communication activities (i.e., Back-to-School Night, conferences) as designated in the negotiated agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

6. Other Assigned Duties - Performs all other tasks and assumes such other duties within the scope of the position as assigned by the building principal or designated school administrator.

TERMS OF EMPLOYMENT: Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022