

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

**TITLE:** ELEMENTARY/GIFTED & TALENTED TEACHER

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate with Elementary or Subject Endorsement or eligibility as appropriate for assignment.
2. Demonstrated knowledge of effective teaching methods and subject specialty
3. Strong interpersonal and communication skills
4. Three (3) years of successful teaching or work related experience.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**JOB GOAL:** To develop and coordinate an environment and a program of experiences in the school and community which will enable gifted and talented students to develop their potential and ability in decision making, reasoning, problem solving, leadership, etc. and to provide professional staff and the community with information about the program. Ability to evaluate the program periodically for purposes of revision and/or expansion.

**PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Coordinate the identification process for gifted and talented students.
3. Develop mentor placements for the participating students, as needed.
4. Communicate the goals and objectives of the program to administrators, teachers, guidance personnel, Board, etc.
5. Inform parents about the program.

6. Conduct initial screening interviews with students identified for the program.
7. Develop curriculum for varied enrichment seminars for gifted and talented students.
8. Keep records and make regular reports.
9. Conduct in-service workshops for professional staff as needed.
10. Articulate gifted and talented program across all grade levels.
11. Inform classroom teachers of available instructional resources.
12. Collaborate with the central office principal in developing the gifted and talented budget and monitor its expenditure.
13. Maintain liaison with local, state, national, and international gifted and talented programs and professional organizations.
14. Develop an ongoing program of public relations.
15. Perform other duties assigned by the superintendent of schools or principal, or required by law, code, regulation, and/or Board policy.

**Physical Demands:** This position involves reaching, bending, crouching, or kneeling to assist students and work with staff; pushing, pulling and lifting of instructional supplies, printed material, and equipment up to 25 pounds; leaning over desks and sitting on chairs and/or the floor for prolonged periods of time.

**TERMS OF EMPLOYMENT:** Work year and salary as defined by contract.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

**Legal References:**

<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.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6:3.1 <i>et seq.</i>	Conditions of employment for teachers
<u>N.J.A.C.</u> 6:3-4.1 <i>et seq.</i>	Supervision; observation and evaluation
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6:3-5.1 <i>et seq.</i>	Seniority
<u>N.J.A.C.</u> 6:3-6	Pupil records
<u>N.J.A.C.</u> 6:3-9	Attendance and pupil accounting
<u>N.J.A.C.</u> 6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity 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:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.2	Elementary school
<u>N.J.A.C.</u> 6A:9-9.3	Elementary school with subject matter specialization
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:16	Programs to support student development

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.*