

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD, NJ

CERTIFICATED STAFF
New Jersey Learning Acceleration Grant Tutor

NEW JERSEY LEARNING ACCELERATION GRANT TUTOR

JOB DESCRIPTION:

Elementary Classroom Teacher/Tutor Tutoring Sessions will be 3 days per week for a minimum of 90 minutes per week. Sessions will be either before or after school, and/or summer sessions. Tutors will need to complete assessment data and adjust programs to meet individual students' needs. There will be no more than 3 students per session.

POSITION PURPOSE:

Under the general supervision of the School Principal and Instructional Coaches, Tutors look to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

QUALIFICATIONS:

- NJ State Certification as an Elementary Teacher.
- NJ State Certification in the appropriate grade level preferred.
- Successful prior teaching experience for the appropriate grade levels is a plus.

REPORTS TO: Principal

ESSENTIAL FUNCTIONS:

- Develops and administers school elementary curriculum consistent with school district goals and objectives.
- Promotes a learning environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings or by conducting research.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD, NJ

CERTIFICATED STAFF
New Jersey Learning Acceleration Grant Tutor

- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Administers standardized tests in accordance with District testing programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- Knowledge of elementary school curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

EDUCATION:

- Bachelors from an accredited college or university in Elementary Education or related discipline applicable to teaching assignment.
- Master's Degree in related areas preferred.

RATE:

In accordance with FEA Negotiated hourly contractual rate to be paid through New Jersey Learning Acceleration Grant Funding.

Adopted: February 22, 2024