



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SUMMER ACADEMIC ENRICHMENT PROGRAM TEACHER**

## **QUALIFICATIONS:**

1. Possesses minimum of Bachelor's Degree.
2. Holds valid New Jersey teaching certificate, certificate of eligibility with advanced standing, or alternate route certification in accordance with state law and regulation. Preference will be given to Holmdel employees.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Summer Academic Enrichment Program Director

**JOB GOAL:** To instruct students in the Summer Academic Enrichment Program by providing students of the Holmdel Township School District with an opportunity for a quality academic experience.

## **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Meets and teaches classes in accordance with the design and implementation of course offerings developed for the SAEP while following school philosophy, goals, 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. Maintains accurate and complete records as required by district policy and administrative regulations.
  - e. 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. 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. Collaborates with SAEP Director in the design and implementation of course offerings developed for the SAEP.
- b. Assists the SAEP Director with the preparation of the brochure and coordination of the SAEP.
- c. Plans individual and/or group learning activities designed to meet student needs.
- d. Prepares for classes assigned and shows evidence of preparation upon request of supervisory and administrative personnel.
- e. Participates with other staff members and the SAEP Director in curriculum planning during designated meetings.
- f. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned instructional program.

4. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the SAEP Director or designated school administrator.

**TERMS OF EMPLOYMENT:** 6 week summer session. Salary established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** April 1, 2009