

**SOUTH BERGEN JOINTURE COMMISSION**  
**JOB DESCRIPTION**

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**TITLE:** HEAD TEACHER

**QUALIFICATIONS:**

1. Possess an appropriate teaching certificate (e.g., Teacher of Handicap, Speech Language Specialist, C.S.T. Special Area, etc.).
2. Be assigned for the majority of their assigned time to the location or facility to be served as head teacher.
3. Have taught or possess a minimum of 3 years of experience.

**REPORTS TO:** Principal or Director

**JOB GOAL:** The head teacher is specifically charged with the duties of assisting the building administrator in conducting the required activities necessary to ensure the safety and welfare of the students attending the school. The head teacher will also be responsible for the non-supervisory duties to ensure the efficient and appropriate delivery of education to the students.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the principal in the daily activities of children boarding buses and disembarking.
2. Taking charge of the facility in the absence of the principal to ensure the safety and welfare of the children, referring to the covering administrator any questions that deal with supervisory decisions.
3. Assists in scheduling special teachers and daily activities such as lunch and recess.
4. Assists in reassigning personnel to cover for teacher or aide absences when substitutes are not available.
5. Distributes and collects textbooks and equipment.
6. Assists in inventory.
7. Assists in developing professional improvement plans with faculty members when appropriate.
8. Coordinates the ordering and purchasing of supplies and equipment.
9. Provides guidance and assistance to aides and faculty in need of aid or advice.
10. Assists in developing a district Professional Development Plan for teachers and aides and assists in arranging and implementing in-service programs.
11. Assists in planning and developing program improvements in the facility.
12. Assists in any other duties as assigned by the principal.
13. Responsible for coordinating, administering and reporting all standardized test and state testing assigned by the principal or director.

**JOB DESCRIPTION:**  
**HEAD TEACHER** (continued)

**TERMS OF  
EMPLOYMENT:**

Ten-Month Year (Stipend in addition to other duties)  
Terms and conditions of employment to be specified in the negotiated agreement between the Board of Education and the Education Association.

**EVALUATION:**

Performance of this stipend position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

**ADOPTED BY THE BOARD OF EDUCATION:**



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**Michael Kuchar, Ph.D.**  
Superintendent