Job Title: High School English Teacher

Reports to: Principal, Director of Education, or other appropriately certified supervisor as designated by the Executive Director

Duration: 10 Months

The Company

Newgrange School of Princeton, Inc. is a nonprofit educational institution with over 40 years of experience providing learning opportunities to students with related learning differences. The Laurel School of Princeton, the Newgrange School and the Ann Robinowitz Education Center are all parts of The Newgrange School of Princeton, Inc., a registered 501(c)(3) tax-exempt organization.

Newgrange School – Newgrange is dedicated to improving educational outcomes for individuals with learning disabilities and to empower them to become accomplished and dynamic members of society.

The Laurel School of Princeton – The Laurel School of Princeton is an independent co-educational day school for grades 2 through 12 specializing in educating students language-based learning differences.

Ann Robinowitz Education Center – Our internationally recognized team of experts in the area of learning disabilities, including dyslexia, offers the highest quality professional development, educational evaluations, screenings, consultations and tutoring for students and professionals.

Job Overview/Summary

The High School English Teacher will utilize a variety of instructional techniques to develop students’ skills in listening, speaking, reading and writing. The English Teacher will assume responsibility for the instruction of assigned students in designated subject matter area(s) in accordance with New Jersey Core Curriculum Content Standards, as approved by the Board of Directors and Administration of The Newgrange School Essential duties and responsibilities

Essential Duties & Responsibilities

- Remains current with new developments in subject matter content, teaching methods, instructional strategies, educational technology, and educational research in assigned subject area(s).
- Employs a variety of instructional techniques to motivate students and demonstrates an understanding of the psychological, societal, and developmental needs of students.
- Develops lesson plans and instructional materials, adapts the curriculum, and plans a program of study to meet the individual needs, interests, diversified skill set, and abilities of each student.
- Establishes standards of student behavior and maintains order in the classroom in a fair and just manner in order to achieve a classroom environment that is conducive to learning.
• Guides the learning process toward the achievement of NJCCCS goals and sets specific objectives wherever possible in lesson preparation and planning to achieve these objectives.
• Identifies students’ needs and cooperates with other professional specialists in assessing and resolving learning difficulties.
• Establishes communications with colleagues, on an informal and formal basis.
• Communicates with parents through conferences and other means to inform them about the school programs and to discuss student progress.
• Upholds and enforces school rules, administrative regulations, and board polices.
• Assists in the selection of textbooks, instructional equipment, and other instructional materials.
• Instructs, advises, coaches, supervises, and/or directs activities, including but not limited to activities such as: Flex Activities, music, and theatrical programs, publications, student government, and student clubs.
• Supervises student behavior in the hallways, lunchroom, and on school grounds for the safety and wellbeing of students, staff, and visitors.
• Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
• Participates in professional development activities, faculty meetings, and serves on staff committees, as required.
• Performs other duties within the scope of his/her employment and certifications as may be assigned by his/her supervisor(s) under the direction of the Executive Director and authority of the Board of Directors of The Newgrange School.
• Plans and implements the goals and objectives of current student IEPs.
• Attends IEP meetings, as needed.
• Observe and evaluate students’ performance, behavior, social development, and physical health.
• Establish and enforce rules for behavior and policies and procedures to maintain order among students.
• Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
• Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
• Certificated Instructional Staff are to maintain complete and accurate records of student performance on systems Newgrange provides for this purpose, and to update those records in a timely manner when notified of upcoming reporting / meeting dates.
• Assumes other related duties/assignments assigned by the supervisor.

Knowledge, Skills & Abilities (KSA’s)

• Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
• Strong interpersonal skills.
• Excellent verbal and written communication skills.
• The ability to effectively communicate with coworkers, students and parents.
• Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
• Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
• Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
• Ability to multi-task and prioritize duties.
• Such alternatives to the above qualifications as the CEO in consultation with the Board may find appropriate and acceptable.

Education, Experience & Certifications

• ELL Certification preferred.
• Preferred experience working with children with learning differences.
• Bachelor’s Degree in Education or related fields.
• A valid New Jersey Instructional Certificate or Statement of Eligibility required with the appropriate Highly Qualified teaching endorsement in the assigned curricular area.

Minimum Qualification Requirements

• To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily and have the KSA’s listed above.
• Must be able to successfully pass a background screening.
• Must have a valid driver’s license.
• Must be able to provide professional references.

Physical Requirements

• Frequent use of computers.
• Limited bending, squatting, stooping and kneeling.
• Occasional walking and standing.
• Limited carrying and lifting.

Environmental Conditions

• Fast-paced classroom environment.
• All school events (i.e. field trips, parent-teacher conference).

Benefits
• Health Insurance: Medical, Dental, Vision
• Group Life Insurance & Accidental Death and Dismemberment (AD&D)
• Short-term Disability
• Long-term Disability
• Retirement Plan – 403(b) with Company Matching
• Tuition Reimbursement for Continuing Education
• New Jersey Paid Leave Act
• NJ Sick/PTO
• Paid Holidays, Sick, Vacation Days
• Commuter fringe benefit

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Newgrange is committed to the policy of opportunity in employment. It is our policy to recruit and employ qualified persons on the basis of merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, veteran or draft status, or any other protected class as set forth under applicable state and federal civil rights laws. Employment decisions will be based on the individual's qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment. If you have any questions regarding our Equal Opportunity Policy, or if you believe you have in any way been discriminated against, please contact your supervisor immediately. If you cannot discuss the matter with your supervisor, contact the CEO and Heads of Schools.