

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE:	Homework Help Teacher
QUALIFICATIONS:	<ol style="list-style-type: none">1. High school diploma; College Degree and N.J State Teaching Certificate2. Minimum experience as determined by the Board of Education3. Knowledge of child growth and development and ability to assist with instructional activities4. Good oral and written communication skills5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Latchkey Lead Teacher
SUPERVISES:	Provides supervision of homework during latchkey Program the direction and supervision of the latchkey lead teacher, building principal, superintendent, or other designated certified personnel.
JOB GOAL:	To promote the achievement of students' educational goals and learning objectives by providing supplemental homework help and maintaining a safe environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises a small group of students during homework time
2. Maintains a clean and safe environment for latchkey students
3. Supervises and interacts with all latchkey students in order to form a positive role model relationship
4. Provides assistance and tutoring/homework help
5. Assists with effective behavior management
6. Operates and cares for equipment used in the latchkey program
7. Maintains proper and helpful communication between other staff members
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year as defined by contract and the board of education

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy in evaluation on non-certified staff. Evaluation completed by Latchkey Lead Teacher.

Approved By: _____ Date: _____

Revised: _____

Legal References:

N.J.S.A 18A:6-7.1 CRIMINAL HISTORY RECORD

N.J.S.A. 18A:16-1 OFFICERS AND EMPLOYEES

N.J.S.S.18A:16 -2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.A.C. 6:3-4A-4 REQUIREMENTS OF PHYSICAL EXAMINATIONS