



Township of Union Public Schools

Job Description

TITLE: STUDENT SUPPORT TEACHER

QUALIFICATIONS:

1. Hold a valid appropriate New Jersey standard instructional certificate.
2. Have a minimum of 5 years teaching experience with effective or highly effective ratings.
3. Current employment as a teacher within the school.
4. Demonstrated success in fostering a positive, safe, and inclusive school climate.
5. Demonstrate enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Building Principal or Designee

JOB GOAL: The Student Support Coordinator plays a key role in fostering a safe, respectful, and inclusive school environment. This position supports the building administration by promoting positive student behavior, resolving conduct issues through restorative and proactive measures, and coordinating student-centered support strategies that contribute to academic and social-emotional success.

The Student Support Teacher role shall be assigned to a certified building teacher. Responsibilities are carried out during the contractual workday, with the use of up to four release periods per day. The assignment is determined annually by the principal and is not eligible for tenure. Any duties required beyond contractual hours will be compensated in accordance with district guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Serve as a liaison between students and staff to address behavioral concerns and restore mutual respect and classroom order.
2. Investigate incidents involving misconduct (e.g., insubordination, vandalism, disruptive behavior, forgery, inappropriate language).
3. Address patterns of chronic absenteeism, lateness, and class cutting through student engagement and intervention.
4. Implement and monitor in-school rehabilitative actions and consequences in lieu of suspension when appropriate.
5. Collaborate with administration to recommend out-of-school suspensions or expulsions, supported by formal documentation.



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6. Communicate with parents/guardians regarding student conduct issues, progress, and intervention plans.
7. Provide support and mentorship to new or early-career teachers in classroom management and student engagement practices.
8. Assist in developing and implementing building-wide initiatives that encourage a positive climate and promote student success.
9. Maintain accurate documentation related to student behavior and interventions.
10. Coordinate with all relevant support personnel (e.g., counselors, SACs, CST, SROs, I&RS, 504 Coordinators) to ensure aligned and effective responses to student needs.
11. Maintain a visible, supportive presence throughout the school day, especially in hallways, the cafeteria, and during arrival/dismissal times.
12. Supervise students assigned to in-school suspension and provide academic support as needed.
13. Maintain up-to-date records on all student conduct interventions and coordination efforts.
14. Attend relevant school, district, and community meetings as directed.
15. Support flexible scheduling and respond to emergent behavioral situations as needed.
16. Perform such other duties as assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment may be required for this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions



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Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head; ability to climb ladders; access ceiling plenums, catwalks, and utility closets

Strength: moderate to heavy lifting, pushing, pulling, or carrying is occasionally required; to lift, push, pull, and/or carry objects that weigh as much as 15 pounds frequently; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly, and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

TERMS OF EMPLOYMENT: Salary and work year are to be determined by the Superintendent & Board of Education in alignment with the UTEA.

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date:

LEGAL REFERENCES:

N.J.S.A. 1BA:6-7.1

Criminal history record

N.J.S.A. 18A:16-2

Physical examinations: requirement

N.J.A.C 6A:16-5.3

Incident reporting of violence, vandalism, and alcohol and other drug abuse

N.J.A.C 6A:16-11

Reporting potentially missing or abused children

N.J.A.C. 6A:32-6

School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.