

JOB DESCRIPTION

TITLE: Teacher

Qualifications: Maintain teacher certification with the Wisconsin Department of Public Instruction.

Reports to: Building Principal

Responsibilities:

1. Teach assigned classes using adopted textbooks and supplementary materials and following prescribed curriculum.
2. Follow the Board of Education policies, pertinent school handbooks, and provisions of the collective bargaining agreement.
3. Use teaching techniques appropriate to student needs.
 - a. Provide preliminary learning activities to prepare students for subsequent learning.
 - b. Explain the learning objectives to be taught.
 - c. Vary materials, activities, and teaching techniques and, when appropriate, utilize community resources in instruction.
 - d. When appropriate, incorporate student ideas to promote learning.
 - e. Use appropriate questioning techniques to determine the understanding of learning objectives being taught.
 - f. Provide opportunity for students to practice knowledge and skills being taught.
 - g. Evaluate student learning using a variety of methods at appropriate intervals.
 - h. Review objectives taught and reteach where appropriate.
 - i. Update and maintain district developed curriculum guides.
4. Demonstrate positive interpersonal relations.
 - a. Strive to maintain respect for and rapport with students, peers, and parents.
 - b. Balance the type of criticism (positive, encouraging, supportive). Refrain from using sarcasm and derogatory remarks.
 - c. Be tolerant and fair.
 - d. Discipline students judiciously, without the use of corporal punishment or other physical or mental abuse in classrooms, in the building, and in school-related activities.
 - e. Provide opportunities for all students to experience success commensurate with their abilities.
5. Maintain an organized, structured, class management system.
 - a. Have clearly defined learning objectives and be teaching toward them. Prepare well balanced and structured lesson plans in advance of classes.
 - b. Present own person effectively in speech, dress, grooming, and poise.

- c. Organize the classroom with attention to effective use of time, materials, and equipment.
 - d. Practice and teach business-like or task-oriented behavior.
 - e. Move frequently about the room assisting individual students.
 - f. Promote and maintain the orderly behavior of all students in the classroom, in the schools, on the school grounds, or away from the building on school activities to which the teacher has been assigned.
 - g. Provide for the health and safety of the students in the classroom.
 - h. Be mindful of student abilities when making assignments or assigning homework.
 - i. Enforce all rules governing the conduct of students prescribed by the administration.
 - j. Be enthusiastic about learning inspiring students to seek more knowledge.
6. Exhibit desirable out-of-class behavior.
- a. Accept and effectively carry out extra-curricular and other assigned responsibilities as per Master Agreement.
 - b. Report student progress to parents and initiate student-teacher conferences, as necessary.
 - c. Be a cooperative team worker, be responsive to administrator suggestions and directions.
 - d. Care for and protect school property, equipment, and materials.
 - e. Participate in professional growth activities.
 - f. Keep records and make reports as required by administrators and the Board of Education.
 - g. Attend all meetings called by administrators unless excused in advanced.
 - g. Participate in curriculum development activities as assigned.