

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.1

TEACHER (Job Description)

Qualifications: (1) Must have earned a bachelor's degree with major appropriate to teaching assignment; (2) Must maintain certification as required by state law; (3) Must meet any additional qualifications set by the district; (4) Additional training beyond a bachelor's degree and actual experience is very desirable, (5) Qualifications for individual teaching assignments and positions shall be evaluated on a case-by-case basis.

Chain of Supervision: Reports directly to the building Principal.

Duties and Responsibilities: The teacher's job is to assure that all students show continuous improvement in learning basic and essential skills. Responsibilities include but are not limited to:

A. Instructional Process

1. Plans and implements a program of instruction that adheres to the district philosophy, goals and objectives as outlined in the adopted course study.
2. Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
3. Plans and implements a program of study designed to meet individual needs of students.
4. Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
5. Encourages student enthusiasm for the learning process and the development of good study habits.
6. Prepares substitute folder containing appropriate information as required by the principal.
7. Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
8. Recognizes learning problems and makes referrals as appropriate.
9. Demonstrates a strong grasp of subject matter.
10. Uses effective oral and written expression.

B. Curriculum Development

1. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
2. Assists with the ongoing curriculum revision process, including the revision of written courses of study.
3. Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

C. Classroom Management

1. Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
2. Takes necessary and reasonable precautions to protect students and staff, equipment, materials and facilities.
3. Shares responsibility during the school day for the supervision of all students.
4. Provides for the supervision of assigned students when circumstances require the teacher's brief absence.

D. Public Relations

1. Complies with board policy, administrative procedures, and school rules and regulations, and state and federal laws governing teachers and the school district.
2. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
3. Communicates and interacts in an appropriate manner with other staff, administrators, students, parents, and others in the community.

E. Professional Growth

1. Continues professional growth through attendance at workshops, seminars, conferences, membership in appropriate professional organizations, and/or advanced course work at institutions of higher learning.
2. Cooperates with the administration in planning appropriate inservice training programs at a school or at the district level.
3. Attends staff, department, and committee meetings as required.

F. Student Evaluation

1. Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, criterion-referenced tests and norm-referenced tests.
2. Makes appropriate adjustments in the instructional program as required by the principal.
3. Provides progress and interim reports as required.
4. Maintains accurate, complete, and correct records as required by Board policies, and state and federal laws and regulations.
5. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

G. Other Responsibilities – Within bounds of the time available for this position, the Teacher shall perform any and all other duties prescribed by the District Administrator, Principal or Board.

Evaluation: The Building Principal shall complete an evaluation in accordance with Board policy. The District Administrator shall review the evaluation.

Terms of Employment: The Teacher shall be employed for the contractual school year. Any additional days shall be reviewed and approved or rejected by the District Administrator.

LEGAL REF: Section 121.02(1)(q) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 8.01(2)(q)

CROSS REF: 538, Professional Staff Evaluation

APPROVED: 02/14/2005

REVISED: March 12, 2012