

SCHOOL DISTRICT OF LODI
Teacher: Regular or Special Education
Job Description

(A) 10/12/15
(R) 7/9/18

I. Qualifications

Certification as required by the State of Wisconsin to teach at the assigned grade level, in academic area or special education. Any other qualifications the Board may deem necessary and desirable for a specific teaching assignment.

II. General Functions

A teacher serves under the direct supervision of a building principal and/or Director of Student Services/Director of Instruction. Teachers are responsible for the students assigned to their care and for the supervision and provide input in the evaluation of assistants assigned to their program.

A teacher has the responsibility to help students develop skills and knowledge consistent with the district's curriculum, and goals or IEP that will contribute to the students' development as mature, able and responsible adults. Teachers are responsible for maintaining a classroom climate which nurtures and supports the learning environment for all students.

III. This job description is subject to all federal and state laws and stipulations of Employee Handbooks.

IV. Performance Responsibilities

A. Professional

The teacher shall:

1. Attend and participate in required district inservice programs.
2. Complete necessary Educator Effectiveness requirements and their personal/professional growth plan goals. .
3. Stay current through professional staff development opportunities.
4. Share expertise and knowledge with other staff.
5. Demonstrate punctuality and dependability on a daily basis.

6. Promote a positive attitude and enthusiasm toward education and all students.
7. Develop and maintain positive and cooperative interactions and communication with school staff, parents, and the community.
8. Teach a broad base of understanding without indoctrinating students with his/her own cultural, political, religious or philosophical beliefs.
9. Utilize established district procedures for handling routine discipline or student behavior issues, resolving district/parent problems/concerns and/or making suggestions for improving instructional programming.

B. Instructional Responsibilities

1. Prepare lesson plans that reflect a logical sequence of essential questions and learning targets and activities and meet the individual needs, interests, and abilities of the students.
2. Follow appropriate IEP plan goals to meet individual needs and/or abilities.
3. Create and maintain a classroom environment that promotes student self-worth and is conducive to effective teaching and learning.
4. Utilizes a variety of instructional strategies and materials that are appropriate for the stated learning targets, or IEP goals and the needs and abilities of the students involved.
5. Monitor and assess student progress, adjust student instruction accordingly, and, where appropriate, provide intervention strategies to address individual skill deficiencies.
6. Communicate student academic and behavioral progress to parents on a timely and periodic basis.
7. Follow established classroom/building level conduct standards and administer them, in an equitable, and consistent manner.

C. Building Level Responsibilities

The teacher shall:

1. Keep accurate records and required reports and submit them for district or administrative review on a timely basis.

2. Collaborate with administration in the development of a budget for applicable programs and insure that instructional or support materials are ordered using building/district established purchasing process.
3. Participate in required staff meetings and conferences.
4. Participate as appropriate on committees related to student needs, school programs, and/or other assigned activities during district needs.
5. Provide supervision between class or during hall passing periods, in non-classroom areas, and situations in accordance with the building student management plan.
6. Promote and maintain a safe and healthful environment in the classroom and building for all students.
7. Care for district resources, equipment and materials assigned to him/her and immediately report any concerns regarding facility and equipment safety to their supervisor.
8. Report any lost or misplaced key or building ID access card within 24 hours to their designated supervisor.
9. Be knowledgeable of and adhere to procedures and practices prescribed as part of district approved Teacher, Student, and/or Parent Handbook
10. Maintain a current and up to date resource of responsibilities and procedures for substitute teacher's use in regard to class roster, daily schedule and seating charts.
11. Maintain accurate and detailed account of all monies collected and submit accounting of such money using approved district accounting form to the appropriate building or business office personnel.
12. Participate in the development and implementation of building level goals.

D. Department Responsibilities

The teacher shall:

1. Attend and participate in all department meetings.
2. Provide necessary support and materials needed to meet defined department goals.
3. Complete district/department assigned curriculum development responsibilities.

4. Collaborate with LMC Directors, administrators and department members in the selection of textbooks, supplies, and other instructional needs.

E. General Responsibilities

The teacher shall;

1. Be knowledgeable of and adhere to all district policies, applicable special education laws, student IEP requirements, and relevant procedures.
2. Be knowledgeable of and adhere to the stipulations of the District Employee Handbook and pertinent building level staff/student/parent handbooks.
3. Be knowledgeable of and adhere to federal and state laws that apply to his/her job assignment.
4. Provide direction and supervision for all school activities to which he/she is assigned (coach, director, supervisor, chaperone, etc.).
5. Participate in the development and implementation of approved district, building and department curriculum administrative goals.
6. When applicable, provide direction and/or supervision for teacher assistants, student teachers, interns and substitutes.
7. Perform all other duties and responsibilities as assigned by their supervisor or district administrator.
8. Complete and maintain curriculum including unit plans, lesson plans, assignments, and resources for each unit for every course teacher is responsible for.

Legal Ref: Sections 118.19 Wisconsin Statutes
121.02 (i) (a)
PI 8.01 (2)(a)(q) Wisconsin Administrative Code
PI 3
PI 34