

WAUNAKEE COMMUNITY SCHOOL DISTRICT

TEACHER Job Description

I. Qualifications

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

II. General Functions

A teacher serves under the direct supervision of a building principal and/or Director of Student Services. Teachers are responsible for the students assigned to their care and for the supervision 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 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 for the learning environment.

III. This job description is subject to all federal and state laws and the terms of the master contract.

IV. Performance Responsibilities

A. Professional

The teacher shall:

1. Attend and participate in required district inservice programs.
2. Complete the evaluation/staff development cycle.
3. Stay current through professional staff development opportunities.
4. Share expertise and knowledge with other staff.
5. Demonstrate punctuality and dependability.
6. Promote a positive attitude and enthusiasm toward education.
7. Develop and maintain positive and cooperative interactions and communication with school staff, clients, 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 channels for handling routine procedures, resolving problems/concerns and making suggestions.

7. Instructional

1. Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
2. Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
3. Use a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and the needs and abilities of the students involved.
4. Monitor and assess student progress and adjust student instruction accordingly.
5. Communicate student academic and behavioral progress to parents.
6. Establish standards of classroom conduct and administer them in a fair, equitable, and consistent manner.

7. Building

The teacher shall:

1. Keep accurate records and provide them for school district use and file required reports on a timely basis.
2. Develop a budget for applicable programs and insure that needed materials are ordered with the administrator's approval.
3. Participate in required staff meetings and conferences.
4. Participate in committees as related to student needs, school programs, and district needs.
5. Provide supervision 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.
7. Care for district resources, equipment and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.

8. Be knowledgeable of and adhere to all procedures and practices prescribed in the Teacher, Student, and/or Parent Handbooks.
9. Maintain a current folder of responsibilities and procedures for substitute teacher's use.
10. Keep an accurate and detailed account of all monies collected and submit detailed accounting of such money to the appropriate building or business office personnel.
11. Participate in the development and implementation of building level goals.

D. Department

The teacher shall:

1. Attend and participate in all department meetings.
2. Assist in meeting department goals.
3. Complete assigned tasks needed for self-studies on time.
4. Assist in the selection of textbooks, supplies, and other needed items.

E. Other

The teacher shall:

1. Be knowledgeable of and adhere to all district policies and procedures.
2. Be knowledgeable of and adhere to the stipulations of the master agreement between the Board of Education and Waunakee Teacher's Association.
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, chaperon, etc.).
5. Participate in the development and implementation of district goals and plans.
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.

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

Adopted: March 1994

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Waunakee Community School District