

# Williams Bay School District

---

## **Position Title: Regular Education Teacher**

## **Reports to: Building Principals**

### **Job Goal:**

Each classroom teacher serves under the direct supervision of a building principal and is responsible for implementing district policies, building goals, and administrative procedures. 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 that nurtures and supports the learning environment.

This job description is subject to all federal and state laws and the terms of the Employee Handbook.

### **Required Qualifications:**

- A minimum of a bachelor's degree in the area of employment.
- A valid teacher's license (certificate) issued by Teacher Certification, Wisconsin Department of Public Instruction.
- Demonstrate ability to work with groups and individuals, skill in organizing ideas and presenting them with clarity and conciseness, creative and imaginative approach to problem-solving, ability to make sound decisions and withstand pressures, and an understanding of child development.
- Such alternative to the above qualifications as the Board of Education and/or District Administrator may find appropriate and acceptable.

### **Performance Expectations:**

#### **Planning and preparation**

- Apply/incorporate the District's curriculum and the Common Core Standards and/or Wisconsin Model Academic Standards
- Plan and design coherent instructional lessons/units consistent with objectives stated in the Common Core Standards and/or Wisconsin Model Academic Standards
- Demonstrate knowledge of learners and learning styles.

- Demonstrate knowledge of resources, including people.
- Provide modifications for identified needy students.

### **Learning Environment**

- Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
- Promote a positive attitude and enthusiasm toward education.
- Maintain appropriate standards of behavior/achievement.

### **Instruction**

- Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
- 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.
- Establish standards of classroom conduct and administer them in a fair, equitable, and consistent manner.
- Use age-appropriate materials, textbooks, and other learning resources necessary to conduct assigned instructional programs.

### **Assessment**

- Understand the purposes, characteristics, and limitations of different kinds of assessments.
- Select constructs and uses appropriate strategies and instruments for diagnosis and evaluation of learning.
- Monitor and assess student progress and adjust student instruction accordingly.
- Communicate student academic and behavioral progress to parents.
- Understand the value of the learner's self-assessment.

### **Professional Responsibilities**

- Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Make provisions for being available and to communicate to parents for education-related purposes when required or requested to do so under reasonable terms.
- Develop a budget for applicable programs and ensure that needed materials are ordered with the administrator's approval.
- Participate in required staff meetings and conferences.
- Participate in committees related to student needs, school programs, and district needs.
- Provide supervision in non-classroom areas and situations following the building student management plan.
- Care for district resources, equipment, and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.
- Be knowledgeable of and adhere to all procedures and practices prescribed in the Teacher, Student, and/or Parent Handbooks.
- Maintain a current folder of responsibilities and procedures for substitute teacher's use.
- Keep an accurate and detailed account of all monies collected and submit a detailed accounting of such money to the appropriate building or business office personnel.
- Participate in the development and implementation of building-level goals.

- Update his/her electronic grade book weekly, so that students and parents have an accurate and reliable record of his/her academic performance.
- Maintain and provides records promptly as required by law, district policy, and administrative regulation.
- Maintain the highest possible degree of ethical conduct in and out of the classroom.
- Perform other duties and responsibilities assigned by the Building Principal or District Administrator.

### **Terms of Employment:**

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the district.

### **Evaluation:**

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of performance for teachers.

APPROVED: April 26, 2021