

Attachment B (1)
St. Francis School District
Job Description

Job Title: Teacher
Job Category: Professional

Reports To: Building Principal
FLSA Status: Exempt

SUMMARY - Leads students toward the fulfillment of their potential for intellectual, emotional, social and physical growth and maturation. Performs complex professional work, providing services to students in general instruction or in a specialized subject or a group of subjects. Motivates students to develop skills in assigned subject matters. Performs related work as required. Works with general supervision. Limited supervision may be exercised over assigned paraprofessionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum performance expectations include, but are not limited to, the following:

1. Creates a classroom environment that is conducive to learning and that fosters student health and safety;
2. Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning and self-motivation;
3. Ensures the adequate and safe supervision of students;
4. Meets and instructs the students(s) in assigned locations and at the designated times;
5. Plans instruction to achieve desired objectives that reflect the State Academic Standards and District objectives;
6. Demonstrates an understanding of curriculum, subject and effective instructional practices;
7. Creates learning experiences that make the subject matter meaningful for all students;
8. Understands that students differ in their learning styles and differentiates instruction to meet students' needs;
9. Uses appropriate materials, technology and resources in a manner that promotes the development of critical thinking, problem solving and performance skills;
10. Selects, evaluates and refines a variety of teaching methods and instructional strategies for the active engagement of students and improvement of student learning;
11. Evaluates students' progress; provides specific feedback; maintains records and prepares progress reports;
12. Uses a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning;
13. Diagnoses individual, group and program needs and plans for the appropriate use of time, materials and resources to match the ability and needs of all students;
14. Recognizes and refers students with special abilities or needs in accordance with District guidelines;
15. Administers standardized tests in accordance with established procedures;
16. Develops, prepares and implements developmentally appropriate lesson plans based on students' Individualized Education Plans, current level of functioning and learning modes;
17. Maintains and respects confidentiality of student and school personnel information;
18. Attends and participates at in-service, faculty meetings, department meetings, grade level meetings and evaluation meetings;
19. Prepares for classes assigned and shows evidence of lesson preparation upon request of administrator(s);
20. Knows and adheres to school policies, procedures and administrative rules;
21. Maintains productive working relationships with colleagues and staff members;
22. Maintains positive rapport with students, parents and the community;
23. Communicates with students, student counselors and parents through conferences and other means;
24. Encourages participation in and assists with school activities;
25. Models non-discriminatory practices in all activities;
26. Assists in the selection and requisition of books, instructional materials and supplies;
27. Assists in preparation of the classroom, grade level, department or school budget as appropriate;
28. Provides necessary care and management of equipment, materials and facilities;
29. Performs related duties as assigned by the building administrator(s) in accordance with the school & district policies and practices;
30. Serves as a role model for students by conducting self as a responsible, intelligent citizen;
31. Demonstrates a commitment to ethical principles and democratic values in the workplace.

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KNOWLEDGE, SKILLS and ABILITIES

The requirements identified subsequently are representative of the knowledge, skill and/or ability needed to perform the duties of this position:

- A. Thorough knowledge of subject(s) taught;
- B. Thorough knowledge of elementary, secondary or special education principles, practices and procedures;
- C. Thorough knowledge of the principles and methodology of effective teaching;
- D. Thorough knowledge of School District rules, regulations and procedures;
- E. Ability to establish and maintain standards of behavior;
- F. Ability to deliver articulate oral presentations and written reports;
- G. Ability to establish and maintain effective working relationships with staff, students, and parents;
- H. Ability to read, analyze and interpret course text and professional journals;
- I. Ability to clearly communicate unit/lesson objectives and content;
- J. Ability to respond to common inquiries or complaints from parents, public groups and community;
- K. Ability to work cooperatively with peers;
- L. Ability to define problems, collect data, establish facts and draw conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree or degree appropriate to position

CERTIFICATES, LICENSES, REGISTRATIONS

Wisconsin Teaching License issued by the Department of Public Instruction

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- a) Physically deal with disruptive students when necessary;
- b) Frequently stand and walk for prolonged periods of time;
- c) Occasionally sit for prolonged periods;
- d) Occasional balancing, stooping and kneeling;
- e) Bending at the neck and at the waist is frequently required;
- f) The use of the fingers and hands to grasp and feel small objects is also frequently required;
- g) The employee must frequently lift and/or move up to 25 pounds and occasionally lift up to 50 pounds;
- h) Close vision, depth perception, the ability to adjust focus and the ability to read printed material are required;
- i) The ability to talk, hear, express and understand ideas and thoughts is constantly required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- I. The employee regularly works indoors and will occasionally work outdoors;
- II. The noise level in the work environment ranges from quiet to loud, but is usually moderate.

DRUG-FREE WORKPLACE

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the ADA; reasonable accommodations may be considered or made to enable individuals with disabilities to perform the essential functions.