

Job Description

Position Title: Teacher
Qualifications: Appropriate Wisconsin DPI License(s)
Department: West Salem School District Office
Reports To: Building Principal and/or Program Supervisor
Approved By: Board of Education as 531.1
Date: November 1988
REVISED: November 24, 2008

- I. Summary: To create a classroom environment favorable to learning, in order to provide children access to quality education with high academic standards, for the purpose of developing responsible citizens with the skills and behaviors necessary for lifelong learning, higher education and employment.
- II. Essential Duties and Responsibilities:
- A. Demonstrate proficiency in the ten Wisconsin Educator Standards:
 - 1. Teachers know the subjects they are teaching.
 - 2. Teachers know how children grow.
 - 3. Teachers understand that children learn differently.
 - 4. Teachers know how to teach.
 - 5. Teachers know how to manage a classroom.
 - 6. Teachers communicate well.
 - 7. Teachers are able to plan different kinds of lessons.
 - 8. Teachers know how to test for student progress.
 - 9. Teachers are able to evaluate themselves.
 - 10. Teachers are connected with other teachers and the community.
 - B. Professionally perform assigned teaching and supervisory duties.
 - C. Maintain timely and accurate records as required by Board policy, and the superintendent.
 - D. Keep an accurate inventory of all equipment, books and supplies for which they are responsible.
 - E. Assist and cooperate in the supervision of students with the building principal and others to maintain order and discipline throughout the building.
 - F. Attend meetings which are called by the superintendent, building principal and/or supervisor.
 - G. Maintain confidentiality of all student and staff information and records.
 - H. Is Knowledgeable and follows all district policies.
 - I. As a representative of the school district, deal with the public and school employees in a courteous and professional manner.
 - J. Perform all other duties as the superintendent or Board may determine.
- III. Supervisory Responsibilities:

Students and para-professionals as assigned.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

Bachelors Degree or Master's Degree based on completion of a teacher training program.

B. Certificates, Licenses, Registrations:

Hold appropriate and current Wisconsin DPI licenses and AED Certification.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and computer sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
2. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position and use for the education of students.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities:

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move an object.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.