



Job Description

Columbus School District

200 West School Street

Columbus, Wisconsin

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| Job Title | Teacher |
| Job Reference # | 3.03 |
| Qualifications | <ol style="list-style-type: none"> 1. A valid Wisconsin teacher license from the Wisconsin Department of Public Instruction that is subject or grade-level appropriate and broad knowledge of related curricular area. Requires a Bachelor's Degree from an accredited college or university. 2. College transcripts. 3. Information regarding prior job experience and related experiences. 4. Basic skills with technology for student instruction and teacher management. Maintain knowledge of software and equipment used to perform duties, such as: student information systems, SMARTboards, E-Mail, and office equipment/software as assigned. 5. Successfully completes employee background check. |
| Reports to | Building Principal |
| Coordinates with | Other District Staff |
| General Functions | To participate in the development of the school and classroom as a learning community. |
| Job Goals | To facilitate student learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for further education and future adult responsibilities in accordance with each pupil's ability; to establish positive relationships with parents and staff members. |
| Performance Responsibilities | <ol style="list-style-type: none"> 1. Primary duties include planning and preparation, managing classroom environment, instruction, and adhering to professional responsibilities. 2. Meets and instructs assigned classes in the locations and at the times designated. 3. Adheres to applicable state and federal laws, Department of Public Instruction regulations, Board and administrative policies/rules, and unit/department requirements. 4. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for lessons, reports, and projects, and successfully communicates these objectives to the students. Teacher's role is to make curriculum and instruction interesting and relevant for student engagement. |

5. Instructs pupils in citizenship, basic subject matter as specified in state law, standards, and the district's philosophy of education and instructional goals and objectives.
6. Establishes a positive student-teacher rapport and creates a classroom environment conducive to learning.
7. Plans, develops, and organizes lessons and instructional materials to provide for large and small group instruction in order to best meet the needs of students. Prepare lesson plans and units that reflect a logical sequence of essential learning targets and activities that meet the individual needs, interests, and abilities of the students.
8. Design and deliver high quality instruction for all assigned, adhering to Individualized Educational Plans (IEP's), or other personalized plans for students.
9. Establishes and maintains appropriate standards of student behavior and administer them in a fair, equitable, and consistent manner.
10. Participates in the administration of group standardized tests in accordance with the district and state testing program.
11. Assesses and evaluates pupils' academic, social, emotional growth, keeps appropriate records, and prepares required progress reports.
12. Communicates student academic and behavioral expectations and progress to students.
13. Communicates with parents through conferences including obtaining parental input and other means to discuss pupils' progress and interpret the school program.
14. Cooperates with other professional staff members in identifying and assessing pupil needs, and when appropriate, refers pupils for special education evaluation and services.
15. Attend required meetings and participate actively in workgroups, grade level work, or subject related assignments.
16. Maintains professional competence through in-service training and educational activities provided by the district and/or self-selected professional growth activities.

17. Continuously seeks knowledge about current best practices and applies as appropriate.
18. Participates cooperatively with the building principal in the evaluation process.
19. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
20. Plan appropriate evaluation procedures to assess both student learning and teaching effectiveness.
21. Participates in the budget process and selects and completes requisitions for instructional and classroom materials.
22. Supervises pupils in each school activity.
23. Participates in staff meetings, curriculum development, and other district and building committees as requested.
24. Takes reasonable and necessary precautions to protect students, equipment, materials, and facilities.
25. Maintains strict confidentiality regarding students, records, and other school matters.
26. Know, understand, and follow applicable safety policies and procedures.
27. Be knowledgeable of and adhere to all procedures and practices prescribed in the Employee and Student/Parent Handbooks.
28. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with District Policy & Regulation 3122 throughout his/her employment in the District.
29. Staff member shall serve as a positive role model.
30. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
31. Completes the following required trainings: Child Maltreatment, Seclusion and Restraint, Basic Medication, Ear Medication, Oral Medication, Topical Medication, Reporting of Threats, Blood Borne Pathogens and any other trainings necessary to perform your job as required by your supervisor.

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| <p>Working Conditions</p> | <p>Work Environment</p> <ol style="list-style-type: none"> 1. Classroom/school environment. 2. Travel between buildings may be required. <p>Physical Tasks</p> <ol style="list-style-type: none"> 1. Must be able to converse with administrators, staff, parents, and public and must be able to exchange accurate information with such individuals. 2. Must be able to sit or stand for prolonged periods. 3. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting. 4. Must be able to move throughout the building and from building to building. 5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment. 6. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer. 7. Must be able to review written materials in print and electronic formats. 8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm. |
| <p>Duration of Assignment</p> | <p>As per contractual agreement.</p> |
| <p>Evaluation</p> | <p>Performance will be evaluated in accordance with the provisions of the District's policy on Evaluation.</p> |
| <p>Approved:</p> | <p>03/04/1983</p> |
| <p>Revised:</p> | <p>04/13/2000, 09/22/2009, 09/14/2015, 12/11/17, 05/03/18</p> |

Disclaimer: This position description is subject to change at any time.

Receipt of Job Description: _____ Date: _____
Employee Signature