

SCHOOL DISTRICT OF BAYFIELD  
TEACHER  
(POSITION DESCRIPTION)

QUALIFICATIONS:

1. Appropriate certification as required by the Wisconsin Department of Public Instruction.
2. Understanding of the central concepts, tools of inquiry, and structures of the disciplines he/she teaches.
3. Understanding of how children with broad ranges of ability learn and ability to provide instruction that supports the intellectual, social, and personal development of pupils.
4. Ability to create learning experiences that make the various aspects of subject matter meaningful for pupils.
5. Understanding of how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.
6. Able to use a variety of instructional strategies, including technology to encourage children's development of critical thinking, problem solving, and performance skills.
7. Knowledge of formal and informal assessment strategies to evaluate and ensure the continuous development of the pupil.

REPORTS TO: Building Principal

JOB GOAL: To manage and lead assigned classes in order to promote the educational development of every student to his/her fullest potential by making the class a pleasant, orderly and productive place in which to learn. Maximize learning through continuous formative and summative assessment of student achievement and adjust curriculum and teaching strategies accordingly.

PERFORMANCE RESPONSIBILITIES:

Teachers shall:

1. Place the welfare of children as his/her top priority.
2. Respect the basic responsibility of parents for their children, seeking to establish friendly and cooperative relationships with the home and be discreet with information received from parents.
3. Exercise care to protect the mental, physical and emotional safety of pupils, colleagues and subordinates.
4. Respect basic dignities of all individuals with whom he/she interacts in the performance of his/her professional duties.
5. Effectively teach his/her assigned classes, using standards, curriculum and textbooks adopted by the Board of Education.
6. Follow Board policies and regulations, pertinent school and District handbooks, and administrative directives.

7. Limit his/her activities during the school day to the performance of professional assignments.
8. Enforce rules of order in and about the school building, with such rules defined in Board policy, school handbooks and by administrative directive.
9. Model and reinforce behaviors which are expected of students.
10. Demonstrate knowledge of the subject(s) he/she is assigned to teach.
11. Demonstrate professional skill in: a.) effective planning for instruction, b.) implementing effective lesson design, c.) motivating students of all ability levels, d.) classroom management, e.) using a variety of appropriate instructional techniques, and f.) maintaining a positive classroom environment.
12. Demonstrate effective human relation skills in his/her relationships with: a.) teachers, b.) parents, c.) administrators, d.) community members, e.) non-teaching staff and f.) students.
13. Demonstrate professional skills and attitudes by his/her: a.) use of sound professional judgment, b.) demonstrated professional improvement activities, c.) supervising and/or working with students outside of the classroom, d.) contribution to the quality of education in the District, e.) adherence to Board policy and/or building rules, and f.) organization and planning.
14. Demonstrate personal skills by his/her: a.) punctuality, b.) ability to meet deadlines for assigned tasks, c.) ability to provide and appropriate roll model for students, and d.) ability to speak and write effectively.
15. Turn in lesson plans for the following week to the respective building principal(s) before going home on the last day of the week. Plans shall give a clear and brief description of the activities planned so that a substitute teacher could easily follow the activity.
16. Prepare and maintain a file folder containing pertinent information for the use of a substitute teacher. This folder should include but not be limited to information regarding schedules, duties and recesses, and should be left in or on the teacher's desk.
17. Secure parent permission slips for field trip activities in accordance with Board policy and established administrative rules or directives.
18. Obtain pre-approval from their respective principal(s) for all special classroom projects of a large scale, involving field trips or other than normal activities.
19. Obtain pre-approval from the building principal for all extracurricular and school activities.
20. Maintain appropriate records of students as may be required, including grades, attendance and behavior. These records shall be complete and available to parents/guardians during parent conferences. Teachers shall notify parents/guardians of poor performance in any of the above throughout the school year including at parent conferences.
21. Refer matters requiring administrative action to the administrator to whom he/she is responsible and follow established lines of authority.
22. Refrain from using sarcasm, ridicule, insults, belittling statements, sustained yelling, profanity, corporal punishment or any form of discrimination prohibited by law.
23. Refrain from criticism of other staff members unless it is constructive and discreet.
24. Foster positive relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well being and act with integrity, fairness and in an ethical manner.

25. Continuously evaluate the effect of his/her choices and actions on pupils, parents, professionals in the learning community and others.
26. Actively seek out opportunities to grow professionally.
27. Perform other related duties as may be assigned by the building principal or District Administrator.

### Work Environment

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

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

LEGAL REF.: Sections 118.19      Wisconsin Statutes  
                  118.21  
                  121.02(1)(a)  
                  PI 3, Wisconsin Administrative Code

CROSS REF.: BEA Contract

APPROVED: June 8, 1992  
REVISED: July 26, 2010