

**JOB DESCRIPTION**  
**TEACHER**

**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Building Principal(s)

**QUALIFICATIONS:**

1. Maintains teacher certification with the Wisconsin Department of Public Instruction.
2. The Pittsville teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
3. The Pittsville teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.
4. The Pittsville teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
5. The Pittsville teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.
6. The Pittsville teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
7. The Pittsville teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
8. The Pittsville teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.
9. The Pittsville teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
10. The Pittsville teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.
11. The Pittsville teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well being.

**DUTIES AND RESPONSIBILITIES:**

1. Teaches assigned classes using adopted textbooks and approved supplementary materials and follows the prescribed curriculum, which matches the state standards.
2. Limits his/her activities to the performance of his/her individual school assignments during the context of the school day.
3. Abides by Board of Education policy and regulations, pertinent school handbooks, and provisions of the current Employee Handbook.
4. Uses teaching techniques appropriate to students' needs:
  - a. Structures preliminary comments to prepare students for subsequent learning.
  - b. Explains effectively the concepts to be taught.
  - c. Varies materials, activities, and teaching techniques.
  - d. Inspires students to seek more knowledge on the subject.
  - e. Promotes the use of technology.
  - f. Incorporates student ideas to promote learning, when appropriate.
  - g. Uses a taxonomy of questioning to determine understanding of concepts and relationships, and for student feedback.
  - h. Provides opportunities for students to learn material to be tested.
  - i. Evaluates learning by using varied methods at appropriate intervals.
  - j. Summarizes, reviews, and reteaches appropriately. Uses quality student work as a model.

5. Demonstrates positive interpersonal interaction:
  - a. Maintains respect and rapport with students, peers, and parents.
  - b. Uses constructive criticism and encourages good behavior with positive reinforcement.
  - c. Disciplines students judiciously without use of corporal punishment in the classroom, in the building, and in school-related activities.
  - d. Is available to help students within the school day.
  - e. Provides opportunities for all students to experience success.
6. Maintains an organized, structured class management system.
  - a. Uses clearly defined objectives and teaches towards them.
  - b. Prepares written lesson plans.
  - c. Presents oneself effectively in speech, dress, grooming, and poise, appropriate to the situation.
  - d. Organizes the classroom with attention to effective use of time, materials, and equipment.
  - e. Practices and teaches business-like or task-oriented behaviors.
  - f. Monitors effectively students progress and adjusts pace.
  - g. Moves frequently about the room assisting students.
  - h. Provides relevant work for students for in-depth learning.
  - i. Promotes and maintains the orderly behavior of all students: in the classroom, in the schools, on the school grounds, or away from the building on school activities to which the teacher has been assigned.
  - j. Provides for the health and safety of students in the classroom and all school related activities or functions.
  - k. Is mindful of students' needs when assigning homework.
  - l. Enforces all rules governing the conduct of students prescribed by the Administration and School Board.
  - m. Ensures that the difficulty level of instruction is appropriate to individual needs.
7. Special Education Responsibilities:
  - a. Refers students suspected of having handicapping conditions to district specialists for further assessment.
  - b. Attends all special education meetings for students in his or her charge.
  - c. Coordinates appropriate instructional program with special education staff.
8. Exhibits professionalism:
  - a. Conducts oneself as a positive role model.
  - b. Shows enthusiasm about learning.
  - c. Accepts and carries out effectively extracurricular and other assigned responsibilities.
  - d. Initiates student-teacher conferences and parent-teacher conferences whenever necessary.
  - e. Reports student progress to parents in an effective and timely manner.
  - f. Functions as an effective team member.
  - g. Cares for and protects school property, equipment, and materials.
  - h. Utilizes community resources in instruction, wherever possible.
  - i. Assumes responsibilities outside the classroom as they relate to school.
  - j. Strives for improvement through positive participation in professional growth activities.
  - k. Keeps records and makes reports as required by the Administrators and the Board of Education.
  - l. Attends punctually all meetings called by the Administrators, unless excused in advance.
9. Observes the following regulations:
  - a. Remains in the classroom or with the groups during the regularly assigned periods.
  - b. Uses designated preparation time for teaching preparation.
  - c. Reports serious accidents or illness affecting students promptly to the Principal.
  - d. Solicits no money from students unless approved by the Principal.
  - e. Entrusts no student with school building keys.
  - f. Plans no student field trips or takes students away from the school building unless prior approval has been obtained from the Principal.
  - g. Grants no permission for students to leave school or sends students on out-of-school errands unless approved by the Principal.
  - h. Presents requests for materials or supplies by means of the established requisition procedures through the Principal.
  - i. Distributes no advertising or other materials to pupils unless authorized by the Principal.

- j. Receives no agents during school hours without permission from the Principal.
- k. Is responsible for the lights, windows, and proper locking of doors when using school facilities.
- l. Observes special observance days under Wisconsin State Statutes, Section 118.02.
- m. Observes school hours, both in arrival and departure.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*