

RIVER VALLEY SCHOOL DISTRICT

TITLE: Teacher

JOB GOAL: The teacher shall be responsible for providing an environment which affords the opportunity for the education and development of all students to their highest potential at all levels of their education. The teacher will work in partnership with family, community, colleagues, and business to be an active participant in the shared decision-making processes established in the individual buildings and district. Teachers will serve as professional educators at all times and will perform their duties in accordance with local, state, and federal policies, regulations, and/or laws.

REPORTS TO: Building Principal and/or Director of Special Education

QUALIFICATIONS: Certification by the Wisconsin Department of Public Instruction

JOB RESPONSIBILITIES:

PREPARATION AND PLANNING

- Demonstrates knowledge of subject matter.
- Establishes appropriate goals and objectives.
- Prepares appropriately for instruction and learning activities.
- Plans for individual student differences.
- Organizes and manages time effectively.
- Uses designated preparation time for teaching preparation.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Plans and supervises purposeful assignments for volunteers and support staff.

INSTRUCTION

- Teaches to the objective and appropriate curriculum standards.
- Involves the student in the learning, using appropriate motivation and reinforcement principles.
- Monitors student understanding and adjusts as necessary.
- Accommodates student differences (various learning styles, multiple intelligences).
- Provides students with appropriate practice and review.
- Appropriately assesses student advancement and communicates results to students and parents.
- Summarizes, reviews and re-teaches appropriately.
- Plans and employs a program of study that meets the individual needs, interests, and abilities of the students. Diagnoses the learning difficulties of students on a regular basis, seeking the assistance of district specialists as required.
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and projects.

MANAGEMENT

- Establishes and maintains a positive climate conducive to learning.
- Establishes and maintains appropriate student behavior.
- Effectively manages and utilizes resources.
- Organizes the classroom with attention to effective use of time, materials, and equipment.
- Provides for the health and safety of students in the classroom.
- Makes effective use of community resources to enhance the instructional program.
- Remains in the classroom or with the group during the regularly assigned periods.
- Reports serious accidents or illness affecting students promptly to the principal.

- Meets and instructs assigned classes in the locations and at the time designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity, learning styles, and interests of the students.
- Encourage students to set and maintain standards of classroom behavior.
- Maintains accurate, complete, and correct records as required by law, administrative regulations, and policy.
- Assists the administration in implementing all policies and rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, maintains order in the classroom in a fair and just manner, and acts as a role model for students.
- Establishes and maintains a safe learning environment.

### HUMAN RELATIONS

- Appropriately nurtures self concepts and demonstrates consideration of individual differences.
- Communicates effectively with other members of the staff and/or team, parents, and students.
- Demonstrates empathy toward students and strives for positive student relationships.
- Displays honest, fair, and consistent interaction with students.
- Interacts effectively with parents.
- Works collaboratively with fellow staff.

### PROFESSIONALISM

- Performs professional responsibilities in a positive and appropriate manner.
- Strives to maintain professional competence by engaging in professional growth through an ongoing program of self-evaluation, reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
- Establishes a professional image to the community, students, and peers that is representative of the institutional values, district philosophy, goals and objectives, and provides an appropriate model for the students.
- Attends staff meetings and serves on staff committees.
- Follows all provisions in the Collective Bargaining Agreement, faculty handbook, and Board policies.
- Handles confidential and/or official information with discretion.

### STUDENT ASSESSMENT

- Assesses the accomplishments of students on a regular basis through a variety of methods.
- Provides progress reports as required.
- Varies assessment to measure authentic learning, high order thinking, and problem solving skills.

### TECHNOLOGY

- Appropriately utilizes and integrates computer technology into student learning activities.
- Appropriately uses a computer as a management tool (lesson plans, grades, attendance, WIDS curriculum).

### OTHER

- As professional educators, teachers are encouraged to maintain public contact (i.e. attend open houses, student awards programs, parent/teacher conferences, student orientation programs, performances involving pupils or classes, etc.)
- Additional duties must be performed as necessary to meet the responsibilities of the position, to effectively deliver the curriculum and to deliver services essential to the responsibilities of the academic department and/or grade level.
- Performs such other duties as assigned within the Board's authority, Board and administrative policy, the employee handbook, the Master Agreement, and state law, and as assigned by the building principal and/or other school administration.
- Special Education teachers will be provided a guideline for "case management" responsibilities, provided by administration.

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**Employee Signature**

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**Date**