

DE SOTO AREA SCHOOL DISTRICT

531.1

TEACHER
(Job Description)

- QUALIFICATIONS:
1. Teacher certification as required by state law.
 2. Meet federal law requirements, if applicable
 3. Previously demonstrated high levels of professional behavior and teaching competencies.
 4. Interest in, and a proven ability to work successfully with young people.
 5. Enthusiastic personality and a proven ability to get along with other staff members, administrators and parents/guardians.
 6. A background of previous involvement with community activities and a belief that the certified staff of a school system shall participate in some organization, events, activities within the community.
 7. Previous teaching and/or related experiences demonstrating a willingness to work beyond the established hours to better meet the needs of the students with whom he/she works or to better serve the overall instructional needs of other students within the district.
 8. Willingness to direct or help lead extra-curricular activities, experiences, events for which he/she is qualified.

REPORTS TO: Building principal

JOB RESPONSIBILITIES:

Teachers shall:

1. Be expected to be at their teaching posts during the working hours of each day. The workday is established as negotiated in the collective bargaining agreement.
2. Call the building principal prior to 6:30 a.m. in the event of illness and a substitute teacher is required.
3. Follow established purchasing policy and procedures.
4. Discipline students in accordance with established policies and procedures.

5. Exercise discretion and good judgment relative to dress and appearance at school and at all school activities.
6. Keep a careful record, on proper form, of all books, equipment and supplies that are assigned to them.
7. Be responsible to report and file a form to the principal regarding the extent of any damage and/or vandalism. Reports should contain facts and include names of persons or students involved.
8. Take daily attendance, maintain a record of absences and inform the building administration office daily of absences.
9. Forward all monies to the central office or building principal for safe keeping.
10. Not assign any student to a task that is the direct and immediate responsibility of the teacher.
11. Refrain from leaving school premises during the school day unless on official business and only with permission of the building principal.
12. Perform the following duties and responsibilities as outlined in the collective bargaining agreement.
 - A. Be required to assume an obligation for all teaching functions related to a quality educational program, including:
 1. Daily preparation.
 2. Supervision of co-curricular activities
 3. Supervision of extracurricular activities as assigned by building principal or District Administrator.
 4. Attendance at staff and in-service training meetings.
 5. Participation in curriculum development
 6. Participating in meetings with parents/guardians.
 7. Be under the general direction of the District Administrator and immediately responsible to the principal for carrying out the policies of the Board of Education as they relate to the functions of the school, to classroom and to immediate contact with students.
 8. Direct and evaluate the learning experience of the student in both curricular and extracurricular duties.

9. Provide guidance to the student that will promote the student's welfare and proper educational development.
 10. Adapt instruction, as much as possible, to the needs of individual students.
 11. Review the IEP of each EEN student assigned to their class. Make modifications as required by a student's IEP.
 12. Use a variety of appropriate teaching procedures - discussion questioning panels, reports, supervised study, previews, reviews, drills, individual projects, group activities, etc.
 13. Use community resources such as industries, museums, local history, and people.
 14. Make use of educational technology and media.
 15. Give adequate attention to physical conditions (heat, light, ventilation) and to physical appearance of the room (attractive, neat, orderly, illustrative material).
 16. Be responsible for child accounting in the teacher's classroom.
 17. Keep accurate student records.
 18. Maintain cordial work relations with colleagues.
 19. Take part in the in-service education program.
 20. Participate in the planning and evaluation of the school program.
 21. Establish and maintain cooperative relationships with parents/guardians and other members of the community.
- B. Be responsible to keep informed concerning the rules, policies and regulations of the Board and the District Administrator. A copy of each shall be available in each school building.
- C. Report accidents involving injuries to students within a day of the accident to the building principal or school nurse on the regular accident report forms provided. Such reports are to be forwarded to the District Administrator's office as soon as possible.
- D. Be responsible for the proper care of all books, apparatus, supplies and furniture owned by the District and when in the

presence of the teacher. File reports in the principal's office of any textbooks willfully damaged at the end of each term.

E. Have sole responsibility for awarding marks and for decisions relative to promotion or retention of students. It is the Board's policy to support its professional staff in this professional duty. The teachers will make all such decisions in the best interest of the children. However, in fairness to parents/guardians, they should be consulted and kept well-informed at as early date as possible when it is apparent that retention is advisable.

13. Perform other duties as may be assigned.

LEGAL REF.: Sections 103.14 Wisconsin Statutes
118.19
121.02(1)(a), (q)
PI 8.01(2)(q), Wisconsin Administrative Code
PI 34

CROSS REF.: DEA Agreement

APPROVED: April 14, 2008
