

1 **Board Policies**
2 **Series: 500**
3 **Section: 530**
4 **Policy #: 531.1**
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BLAIR TAYLOR SCHOOL DISTRICT
PERSONNEL
PROFESSIONAL STAFF POLICIES
TEACHER JOB DESCRIPTION

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9 **JOB TITLE:** Classroom Teacher

10 **JOB SUMMARY:** Create a classroom environment favorable to learning and personal growth;
11 establish effective rapport with pupils; motivate pupils to develop skills, attitudes
12 and knowledge needed to provide a good educational foundation.
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15 **REPORTS TO:** Building Principal
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17 **JOB DUTIES:**
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- 19 1. Prepare parent guides, course guides, unit plans, lesson plans, and other instructional materials
20 following the curriculum guidelines or requirements as directed by the Board and Administration.
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- 22 2. Teach the curriculum directed by the Board and Administration using the textbooks and support
23 materials provided by the district.
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- 25 3. Lectures, demonstrates and uses technology to promote learning. Present subject matter following
26 the course of study adopted by the District.
- 27 4. Select and requisition books and instructional materials aligned to Building and District curriculum.
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- 30 5. Maintain inventory records and follow District's budgeting process.
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- 32 6. Prepare, administer and correct tests and assignments to evaluate pupils, academic and social
33 growth; maintain appropriate records and prepare progress reports.
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- 36 7. Supervise pupils and maintain order in the classroom, study periods, lunchroom and recreational
37 time.
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- 39 8. Write student recommendations for scholarships, employment or school admission in a timely
40 fashion.
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- 42 9. Communicate with parents through conferences and other means to discuss student academic and
43 behavioral attitudes or learning problems.
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- 45 10. Cooperate with other professional staff members in assessing and helping pupils solve health,
46 attitude, adjustment or learning problems.
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- 48 11. Work with Special Education staff to mainstream students into the regular education setting.
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- 50 12. Attend all faculty meetings.
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- 52 13. As required, participate in curriculum development programs, faculty committees and the
53 sponsorship of pupil activities.
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- 55 14. Maintain professional competence through in-service education activities provided by the district
56 and self-selected professional growth activities.

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QUALIFICATIONS: Qualifications have been identified as Required or Preferred for the job.

(R) = Required
(P) = Preferred

- (R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and the public.
- (R) Possess a minimum of a B.S/B.A. degree and a valid Wisconsin Teaching License in the assigned area of teaching.
- (P) Possess prior successful teaching experience.

PHYSICAL CHARACTERISTICS:

The Dictionary of Occupational Titles characterizes this job as a light position. Light work is defined as: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. It requires moving about to a significant degree.

The Classification of Jobs further defines the physical factors as: Constantly talking and hearing, frequently working with near acuity, occasionally stooping, reaching, handling, fingering, talking, hearing and working with far visual acuity.

TERMS OF EMPLOYMENT: 190 day contract; additional curriculum time may be assigned in accordance with the Master Agreement.

EVALUATION: Annually for the three year probationary period and at least once triennially thereafter.

LEGAL REFERENCE: 118.19, 118.21, 121.02(q) Wis. Stats.

FIRST READING:10/07/91

ADOPTED: 10/21/91
AMENDED: 08/30/04
Reviewed: 01-18-10

CLERK: _____