

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
STEVENS POINT, WISCONSIN

POSITION DESCRIPTION
TEACHER

ORGANIZATIONAL RELATIONSHIP

Report and account to building principal and/or special area supervisor. Work directly with assigned students.

POSITION FUNCTION

To state expectations and provide learning opportunities for all students to succeed and to hold them accountable for their learning and behavior. To implement all Board of Education policies and administrative procedures.

PERFORMANCE RESPONSIBILITIES

Each teacher shall meet the requirements in the following areas:

1. **Instructional Planning:**
 - a. Apply and incorporate the Stevens Point Area Public School District Curriculum materials.
 - b. Develop course, unit, weekly, and daily lesson plans consistent with curriculum objectives.
 - c. Participate regularly in curriculum development.

2. **Instructional Delivery:**
 - a. Demonstrate a model of written and oral communication.
 - b. Carry out instructional plans.
 - c. Use effective instructional processes.
 - d. Use teaching strategies appropriate to individual student or group needs.
 - e. Review concepts and skills previously learned.
 - f. Use a high volume of positive reinforcement.

3. **Classroom Management:**
 - a. Develop reasonable rules for classroom behavior which are consistent with the school-wide discipline system.
 - b. Maintain order in a just manner implementing school-wide and classroom rules.

- c. Create a conducive learning atmosphere.
- d. Teach in an efficient manner that provides maximum use of available learning time.
- e. Maintain a physical environment conducive to quality instruction and learning.
- f. Use space, equipment, and materials to support instruction.
- g. Show responsibility for the care and management of classroom material and equipment.

4. Subject Content:

- a. Demonstrate command of assigned subject matter.
- b. Emphasize basic and essential concepts and facts as indicated by the Stevens Point Area Public School Curriculum.
- c. Keep current with new developments, issues, and technology.
- d. Help select materials, textbooks, and other learning resources for teaching duties.

5. Evaluation of Students:

- a. Plan for individual and group differences.
- b. Assess students' accomplishments regularly.
- c. Provide reports showing students' accomplishments and needs to student, parents, colleagues, and administration regularly, as needed and as directed.
- d. Diagnose learning difficulties of students regularly and adapts instruction to meet individual student needs.
- e. Make referrals for students with suspected exceptional personal, learning, and/or exceptional educational needs.
- f. Interpret to parents through individual or group conferences the student's total growth and progress in the instructional program.

6. Professional Relationships:

- a. Create and maintain a supportive and positive relationship with students through open communication.
- b. Create and maintain a supportive and positive relationship with all staff through open communication.
- c. Provide students with academic guidance and counsel.
- d. Seek help in problems of instruction and child adjustment from principals, supervisors, guidance, and EEN personnel.

7. Professional Responsibilities:

- a. Prompt and punctual to all assignments.
- b. Maintain records as required by law, district policies, and administrative procedures.

- c. Share responsibility for maintaining order and acceptable student behavior in all school areas supervising students as assigned.
 - d. Attend and participate in faculty meetings, inservice activities, parent-teacher groups and other meetings and programs as needed and/or directed.
 - e. Develop a professional growth program that enables improvement of professional skills, knowledge, and performance.
 - f. Show care and protection of school property which is used as assigned.
8. Other Expectations:
- a. Perform other duties as assigned by the Principal.
 - b. Must be able to adequately supervise students in the cafeteria, classroom, hallway and playground.

QUALIFICATIONS

Education:

A Bachelor's Degree or higher from an accredited college or university is required.

Certification:

A minimum licensure by the Wisconsin Department of Public Instruction for the position assigned is required. Additional desirable qualifications may be defined for each specific vacancy.

PHYSICAL DEMANDS

The physical requirements indicated on the attached sheet are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

As set forth in the current Agreement between the Stevens Point Area Public School District and the Stevens Point Area Education Association.

EVALUATION

Performance will be evaluated at least once per three years and in accordance with provisions of the Board Policy, Administrative Rules, and the current negotiated agreement.

REVISED: 2013

PHYSICAL DEMANDS OUTLINE

POSITION: Teacher RESPONSIBLE TO: Supervisor/Building Principal
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Lifting - Average weight of 10 pounds floor to overhead, rarely. Maximum weight of 30 pounds from floor to waist, rarely.

Carrying - Average weight of 10 pounds 20-40 feet, rarely. Maximum weight of 30 pounds 20-40 feet, rarely.

Pushing/Pulling - Average force of 10 pounds over concrete or tile surfaces, rarely. Maximum force of 20 pounds, rarely.

Standing and walking - On concrete, carpet or tile surfaces, frequently.

Sitting – On chair or stool, frequently.

Climbing – On stepstools or ladders, rarely.

Balancing - On stepstools or ladders, rarely.

Reaching - Overhead, forward, down and to side, frequently.

Bending - Trunk forward bending, frequently.

Kneeling, squatting, crouching – On concrete, carpet or tile surfaces, frequently.

Work pace - Constant.

Vision – Necessary. Color vision not required.

Hearing – Necessary.

Fine motor coordination – Necessary

Gross motor coordination - Necessary

Environmental conditions - 95% indoors, 5% outdoors, rare exposure to noise, dust, fumes, poor ventilation, extremes of temperatures and hazards.

(Employee must have the ability to perform the indicated essential physical demands of the job with or without reasonable accommodation.)