

JOB DESCRIPTION – TEACHER

Qualifications:

Teachers holds a bachelor's degree or higher from an accredited institution and Wisconsin Department of Public Instruction certification in relevant subject areas. Teachers also have relevant teaching experience and knowledge of relevant technology. Key competencies include (but are not limited to): self-motivation, high energy level, verbal and written communication skills, attention to details, high work standards, problem-solving, decision-making, organizing and planning, learning orientation, critical thinking, stress tolerance, flexibility, adaptability, initiative.

Reports to: Building Principal

Duties and Responsibilities:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential:

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and grade classwork, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by laws, District policies and school regulations
- prepare required reports on students and activities
- manage student behavior in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform, certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations

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- participate in department and school meetings, parent meetings
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Other Duties and Responsibilities:

- as assigned by building principal and/or other designated administrator