

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: **Teacher**

Department/Location: **School Building**

Reports to: **Building Principal**

Employees Supervised: **None**

POSITION SUMMARY:

Under the direction of the Building Principal, the Teacher represents a broad group of diverse instructional positions responsible for developing lesson plans to present district curriculum in assigned instructional subjects. This position is also responsible for delivering and instructing students in lesson plans and instructional material and evaluating and assessing student progress against instructional outcomes and objectives. In addition, the Teacher participates and collaborates with other instructional professionals, administrators, parents, counselors, and other district personnel concerning student needs, issues, district learning initiatives, and curriculum and building issues.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide and deliver classroom instruction to students incorporating the essential elements of instruction.
2. Plan and develop instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with district goals and objectives.
3. Determine needs and abilities of students and determine methods and techniques to best present and provide instruction to students within assigned subject areas.
4. Create and maintain a classroom environment conducive to learning and appropriate to the developmental level and interests of students.
5. Guide the learning process toward the achievement of goals with clearly established objectives and communicate goals and objectives to students.
6. Use a variety of instructional techniques to teach concepts based on the curriculum standards in order to achieve benchmarks.
7. Collaborate with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student challenges, learning or curriculum.

8. Assess student performance and progress on a regular basis and provide progress and grade reports as required.
9. Adjust instruction and provide accommodations for students with Individualized Education Programs (IEPs), 504 plans and English Language Learner (ELL) services, seeking the assistance of district specialists as needed.
10. Maintain accurate, complete and correct records as required by law, district policy, and administrative regulation.
11. Communicate performance goals and student outcomes to parents and guardians on a regular basis.
12. Plan and oversee purposeful assignments and provide direction for instructional assistants and volunteers in the classroom.
13. Continue to maintain and improve professional competence.
14. Maintain appropriate certifications and training hours as required.
15. Comply with applicable district, state, local and federal laws, rules and regulations.
16. Attend work regularly.
17. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction Teaching license in assigned area(s) of responsibility, or eligibility to obtain appropriate license(s) upon hire required.
2. Experience in teaching in assigned content area(s) preferred.
3. Experience with differentiating instruction preferred.
4. Experience working with diverse learners and supporting culturally responsive practices preferred.

Knowledge, Skills, and Abilities

1. Knowledge of best practices of teaching principles, techniques and approaches.
2. Knowledge of child development theories and development stages and needs.
3. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
4. Knowledge of assessment procedures and techniques, test construction and evaluation methods.

5. Knowledge of subject material, concepts and issues related to grade/subject of assignment.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

WORKING CONDITIONS:

Work Environment

1. Classroom/school environment.

Physical Tasks

1. Must be able to converse with administrators, staff, parents, and public and must be able to exchange accurate information with such individuals.
2. Must be able to sit or stand for prolonged periods.
3. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 8, 2017