

## **SERIES 500 – PERSONNEL**

### **Professional Staff Policies – 530**

#### **Job Description of a Classroom Teacher (531)**

##### **Basic Function**

It shall be the basic function of a Classroom Teacher in the Norwalk-Ontario-Wilton School District to nurture and provide the knowledge and skills necessary to students attending Norwalk-Ontario-Wilton Elementary School and Brookwood Jr. and Sr. High School. The Classroom Teacher is an integral part of the education process and is expected to educate students to the maximum of their potential. The Classroom Teacher is expected to implement an approved educational program and establish a classroom environment that fosters integrated learning, critical thinking, cooperation, personal growth, and to develop student skills.

##### **Qualifications**

- Current DPI license appropriate for current area of teaching assignment.
- Minimum of a Bachelor's degree from an accredited college or university.

##### **Reports to and Evaluated by:**

- Building Principal
- If Classroom Teacher is in the Special Education area, that teacher also reports to and can be evaluated by the Director of Special Education.

##### **Performance Responsibilities**

1. Curriculum
  - Review/revise/writes curriculum: learning targets, benchmarks, units, activities and assessments using the NOW School District format.
  - Coordinates with other certified staff in the teaching of subject matter so a cohesive curriculum is taught to students.
  - Develop lesson objectives and/or unit plans, use instructional materials, provide individualized and small-group instruction, and adapt the curriculum when necessary to meet the needs of each pupil.
  - Systematically measure student performance by means of a variety of assessment tools such as teacher-made tests and standard or alternative assessments to measure learning.
2. Instruction
  - Implement best practices to promote student learning.

## **Board Policy 531 - Job Description of a Classroom Teacher (Con't.)**

- Communicates clear objectives to all students for all lessons, units and projects.
- Plan lesson presentations, class activities,, and assessments for the class that meet group and individual needs, and interests and abilities of all pupils.
- Use and incorporate technology to enhance instruction.
- Create a classroom environment that is conducive to learning and appropriate for the maturity and interests of the students.
- Monitor pupil academic progress and personal growth toward stated objectives and instruction.
- Identify pupil needs and cooperate with other professional staff members in assessing and resolving learning issues.
- Maintain records of student's educational progress and summarize such progress for reporting purposes.
- Devise written and oral assignments and tests that require analytical and critical thinking as well as factual knowledge.
- Communicate with parents through conferences, letters, telephone conversations, and other means to inform them about the school program and discuss pupil progress,

### **3. Professional Development**

- Keeps current with new developments, issues and technology as related to classroom instruction.
- Attends conferences, meetings, takes classes, etc.. that relate to the teacher's professional content area of teaching.
- Participates in faculty meetings and committees.
- Uphold and enforce school rules, administrative regulations, and School Board Policy.
- Maintain an up-to-date teaching license with the Wisconsin Department of Public Instruction.

### **4. Interpersonal Relationships**

- Strives for positive student relationships.
- Display constant, fair and consistent interaction with students.
- Interact effectively with parents.
- Work cooperatively with resource and support personnel.
- Work collaboratively and cooperatively with other professional staff and administration.

## **Board Policy 531 – Job Description of a Classroom Teacher (Con't.)**

### **5. Community Relations**

- Should seek out community resources in the every day instruction of their students.
- Should participate and attend as many community events as practical in order to help create a spirit of cooperation between the school and community.

### **6. Other Responsibilities**

- Share in the supervision of student activities.
- Attend IEP meetings, giving input to a student's individualized education plan (IEP).
- Receive and inventory all ordered budgetary items as requested.
- Conduct inventory of own supplies and equipment.
- Model civic responsibility.
- Assumes responsibility of all their own actions.

## **Terms of Employment**

Regular teaching contract with salary, fringe benefits and other conditions of employment established by District Administration, the Norwalk-Ontario-Wilton Board of Education, and the Master Agreement.

## **Physical Demands**

Standing, Sitting, walking, speaking, hearing and manual dexterity for writing to carry out essential job functions.

Approved: November 17, 2008

Cross Reference: