

SECTION 404 - TEACHER JOB DESCRIPTION

REPORTS TO: Building Principal/Director of Special Education

JOB SUMMARY: Plans and organizes a variety of academic, vocational and social programs to provide educational growth for students in the Portage Community School District. Oversees and directs educational activities of classroom students on an ongoing basis.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and follows established curriculum for a particular course of study that has been adopted by the School Board.
2. Incorporates local, State and national standards and benchmarks into curriculum for grade level/subject area.
3. Designs coherent lesson plans using a variety of instructional models, strategies and resources that are submitted weekly electronically.
4. Designs experiences which assist learners in connecting knowledge between curricular areas and enhancing relevance to real-world applications.
5. Incorporates technology with instruction by using it as an information source and a production and learning tool.
6. Assists in planning, implementing and monitoring specific individual educational programs (504, IEP, GT, etc.) designed to meet the individual needs, interests and abilities of students.
7. Updates curriculum based on the curriculum cycle, as assigned or based on voluntary contributions to specific content areas.
8. Actively collaborates with other school personnel in the selection of books, equipment and other instructional materials which provide the student with the best learning opportunities.
9. Actively collaborates with other personnel in planning, implementing and monitoring effective instructional goals, objectives, methods and curriculum.
10. Maximizes allotted time for instruction.
11. Preassesses the learners' prior knowledge and plans instruction accordingly so that the annual expected academic growth of all children is realized.
12. Establishes and communicates assessment criteria and standards using traditional, alternative and performance-based assessment which align with instruction.
13. Collaborates with parent(s)/guardian(s) in their child's education.
14. Develops, implements, and monitors yearly professional goal(s) following district expectations.

LEARNING ENVIRONMENT

1. Establishes and sets high expectations that are consistent and attainable for each individual student.
2. Encourages students to assume personal responsibility for their learning.
3. Involves the learner in analyzing, comparing, and predicting through consistent engagement.
4. Encourages divergent thinking and multiple solutions.
5. Uses questioning techniques that promote critical and higher level thinking skills.
6. Provides time for students to reflect and an opportunity to respond.
7. Applies concepts and skills to life beyond the classroom.
8. Uses appropriate assessment techniques.

9. Communicates clearly and accurately directions and procedures to students through oral and written language.
10. Provides quality and timely feedback to students and adjusts lessons accordingly.
11. Utilizes student assessment data to design learning activities that meet students' needs.

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CLASSROOM MANAGEMENT

1. Defines and enforces rules that are fair, consistent and attainable.
2. Creates a climate in which students display initiative, develop discipline and assume personal responsibilities for learning.
3. Helps students develop effective learning strategies and habits.
4. Manages discipline in accordance with administrative expectations, school policies and legal requirements.
5. Manages transitions and non-instruction duties with the classroom guidelines.
6. Monitors and responds to the behavior of learners in the classroom to provide a conducive classroom environment.
7. Treats students with dignity and respect which models the expectation that students treat one another with dignity and respect.
8. Manages disruptive behavior constructively and quickly while ensuring the safety of all.
9. Understands and implements the school-wide behavior management system.
10. Uses a proactive and positive approach to behavior management.

PROFESSIONAL RESPONSIBILITIES

1. Reports on time for assigned duties and supervises while students are present.
2. Provides a safe learning environment and understands emergency procedures.
3. Upholds and enforces school rules, administrative guidelines and board policies and follows applicable state and federal regulations.
4. Performs duties and meets deadlines as assigned by the administration in accordance with district policies and practices.
5. Maintains accurate and complete records as required by law, administrative regulations and policy.
6. Respects confidentiality and privileged information.
7. Discusses pupil progress with students and families in an effective and timely manner and participates in IEP/504 meetings when requested.
8. Makes provisions for being available to students and families outside the instructional day when necessary under reasonable terms.
9. Establishes appropriate and professional rapport with students, staff, parents and the community.
10. Supervises volunteers and paraprofessionals as necessary for effective instructional practice.
11. Attends and participates in faculty, building level and district meetings.
12. Implements district curriculum and initiatives.
13. Assists in creating and following appropriate budget procedures.
14. Uses special service personnel and resource material when necessary (guidance, LMC, school liaison officer, etc.).

15. Responsible for typing, filing, duplicating materials and record keeping as necessary for effective professional practice.
16. Demonstrates respect for the classroom equipment.
17. Supervises non-classroom areas.
18. Demonstrates service to the school and the district outside of contracted hours when reasonable.
19. Performs other responsibilities as assigned by the building principal and other administrators.
20. Dresses in a professional manner.
21. Stays current in their field of study as well as best practices in teaching methods and techniques.

1st Reading – Feb. 13, 1989
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