



Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION

Elementary Education Teacher - 4.6

ORGANIZATIONAL RELATIONSHIPS

An Elementary Education teacher assists students, families, and staff in helping students reach grade level expectations. As a part of a team, successful teachers build positive relationships, understand how students learn best, have experience using a variety of resources, use data to drive instruction, and communicate progress effectively. A successful Elementary Education Teacher is passionate about supporting our students, adapts to changes and cultivates productive relationships with all members of the school community, including faculty, students and families.

PERFORMANCE RESPONSIBILITIES

1. Classroom
 - a. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the student;
 - b. Adapts instructional material as necessary to meet student needs, aptitudes, and interests;
 - c. Utilizes a variety of teaching strategies;
 - d. Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students;
 - e. Grades and/or evaluates student work consistently;
 - f. Evaluates the instructional program;
 - g. Helps teachers implement new instructional ideas and strategies;
 - h. Encourages students in establishing high standards of conduct (the Waupaca Way);
 - i. Establishes an effective climate for learning;
 - j. Implements the Board's policies on student discipline;
 - k. Identifies and utilizes community instructional resources;
 - l. Follows identification process of students as outlined in the SDW Equitable Multi-Level Systems of Support (eMLSS) Guidebook;
 - m. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign
2. Professional Learning
 - a. Attend professional conferences to keep abreast of promising instructional practices;
 - b. Create curriculum materials to meet learning objectives;
 - c. Engage in curriculum planning and development;
 - d. Establish learning objectives for each lesson;
 - e. Participates in the selection of instructional materials and textbooks;
 - f. Participate and be engaged in Professional Learning Communities as assigned

3. Communication

- a. Communicates with students, parents, counselors, and other school staff (as necessary) on student's needs and progress;
- b. Makes referrals to outside agencies and professional persons;
- c. Shares information with our community about student accomplishments and successes;
- d. Cooperates with local health authorities on pertinent matters;

QUALIFICATIONS

Current Elementary Education teaching license validated by the Wisconsin Department of Public Instruction.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered full time.
2. Elementary Education teachers report to the Building Principal.
3. Compensation will be based on the District's teacher salary matrix.

CREATED:

REVISED: 07.26.2023

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.