

POSITION DESCRIPTION

English Teacher

ORGANIZATIONAL RELATIONSHIPS

To create a positive learning environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide an enriched education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES

Student / Classroom

1. Adapts instructional material as necessary to meet student needs, aptitudes, and interests;
2. Assigns independent learning activities to students, as appropriate;
3. Assists new students in adjusting to school;
4. Assists students in establishing high standards of conduct;

Professionalism

5. Attends professional conferences to keep abreast of promising instructional practices;
6. Conducts demonstration classes;
7. Communicates with parents and counselors on student progress;
8. Confers with students and parents;
9. Cooperates with local health authorities on pertinent matters;
10. Coordinates interdisciplinary lessons and units;
11. Counsels students on educational, vocational, opportunities;
12. Creates curriculum materials to meet learning objectives;
13. Utilizes a variety of teaching strategies;
14. Encourages students to think independently and to express original ideas;
15. Engages in curriculum planning and development;
16. Establishes an effective climate for learning;
17. Establishes learning objectives for each lesson;
18. Participates in the selection instructional materials and textbooks;
19. Evaluates the instructional program;
20. Grades and evaluates all student work conscientiously and fairly;
21. Helps students evaluate career interests and choices;
22. Identifies and utilizes community instructional resources;
23. Implements the Board's policies on student discipline;
24. Makes referrals to other professional staff members in the district;
25. Makes referrals to outside agencies and professional persons;
26. Plans and administers remedial programs in specific content area;
27. Plans and conducts educational field trips;
28. Plans and supervises student testing program;
29. Plans lessons and files lesson plans with principal;
30. Refers students for exceptional education programs as appropriate;
31. Serves as class advisor;

32. Sets up special displays of student work;
33. Supervises on hall duty and detention as assigned;
34. Plans annual budget for instructional materials and supplies;
35. Writes reports and news articles as requested;
36. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

QUALIFICATIONS

1. Current teaching license validated by the Wisconsin Department of Public Instruction;
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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: As set forth in the Teacher Handbook

- Reports to the Building Principal

CREATED: 02.12.2018

REVISED: 03.02.2022

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.