

RIPON AREA SCHOOL DISTRICT

Job Description

Job Title: Secondary Teacher

Qualifications: Licensure: Secondary Teacher Certification for Wisconsin

Education Level: Bachelor's degree or higher from an accredited institution

Experience: A minimum of four years of teaching experience at the secondary level preferred. Holds a personal philosophy of education that is compatible with the success of every student.

Reports to: High School Principal

Supervises: Not applicable

Job Goals: To provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws.

Essential Job Functions:

1. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills. Effective and positive communication with students, staff, and parents.
2. Highly skilled at implementing best educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for the elementary level.
7. Ability to establish and maintain a cooperative working relationship with students, parents, teachers and administrators.
8. Demonstrate effective data-based problem solving skills.

Required Technology Skills

1. Proficiency in use of Google: Gmail, Drive, Classroom etc..
2. Experience using synchronous communication platforms
3. Familiarity with use of various social media platforms to communicate
4. Familiarity with Infinite Campus student management system
5. Familiarity/comfort with a variety of ELA and math instructional software

Required Interpersonal Skills

1. Understanding of the landscape of innovative continuous quality improvement in schools and is able to build a relationship with students, staff, and parents
2. Positive collaboration as part of a department and team
3. Ability to effectively communicate in multiple platforms
4. Use a solutions-based approach to challenges while seeking to understand and consider others' viewpoints.

Performance Responsibilities:

Planning:

1. Design the educational instruction program so that it is consistent with the educational philosophy of the district
2. Develop, implement, and evaluate curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
3. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
4. Assist with school-wide data analysis, as part of a professional development needs assessment and regularly to drive instruction

Instruction:

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences aligned to portrait of a graduate
2. Maintain high expectations for all students
3. Provide differentiated instruction to meet the needs of all students
4. Collaborate with the instructional team concerning student educational needs
5. Clearly articulates deadlines, schedules, and procedures to students, support staff, and parents to ensure that students complete coursework in a timely manner
6. Assist administrator with student placement
7. Maintains contact with mentor teachers as assigned
8. Assist students and parents with technical support requests relating to the course interface and student information systems
9. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
10. Participate in teacher training as scheduled by administrator and/or instructional coaches
11. Implement blended learning models
12. Create content aligned with state standards and standards-based grading (project-based learning)

Communications:

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals in line with the District's Board approved mission, vision, core values and guiding principles.
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
4. Assist in providing information to community groups, schools, or parents as requested
5. Coach or advise extracurricular activities as requested

Monitoring and Reporting:

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient record keeping procedures
3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
5. Evaluate student performance on a regular basis and provide feedback to students and parents.
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
7. Ensure that each student enrolled has accurate, up-to-date records
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the administrator for necessary interventions
11. Alert administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate

Other:

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
2. Perform other duties as assigned.
3. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
5. In the Ripon Area School District, there must be an understanding that teachers' responsibility to their students and the professional culture of the district entails the performance of duties and the expenditure of time beyond the student school day and school year. These duties include but are not limited to lesson planning, student assessment, staff meetings, professional development sessions, curriculum development meetings, school improvement planning meetings, IEP meetings, student conferences, and parent communication. Particularly, teachers must be available to students for assistance outside of class.

Terms of Employment: Teacher shall be for a contracted school year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually through Educator Effectiveness in the state of Wisconsin and in accordance with provisions of the Board of Education policies.

I read and understand this job description and can fulfill the essential functions listed.

Signature _____ Date _____

Print Name _____

PHYSICAL DEMAND ADDENDUM

Teacher

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement.....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date