

# TEACHER JOB DESCRIPTION

## SUMMARY

Under basic supervision, delivers instruction to WPS students as directed. Works with students in assigned school classrooms. Teachers are required to provide a positive learning & socialization environment for all students. In the event that students need individualized education plan, teacher will complete necessary paperwork as required.

REPORTS TO: Building principal & Special Education Director

FAIR LABOR STANDARDS ACT: Exempt

ESSENTIAL FUNCTIONS – Essential functions, as defined under the Americans with Disabilities Act., may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive list of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited, to the following:

- Meets and instructs assigned classes in the locations and at times designated.
- Plans a program of study that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students always treating students with dignity and respect.
- Prepares for classes assigned, and shows written evidence of preparation upon the request of the immediate supervisor. Develops instructional plans for substitute teachers when absent.
- Guides the learning process toward the achievement of learner outcomes specified in the Wahpeton Public Schools curriculum guides. Establishes and communicates to students clear objectives for all lessons and projects.
- Guides students through curriculum materials that are in line with state standards that are appropriate for their ability level.
- Employs a variety of instructional techniques and technologies designed to meet the learning needs of individuals or student groups.
- Strives to implement by instruction and action of the school district's mission, vision and beliefs vision and student exit outcomes as set forth in the Strategic Plan for the Wahpeton Public Schools.
- Assesses the accomplishments of the students on a regular basis, and provides progress reports to parents as needed.

- Assess the special learning needs of students on a regular basis, seeking the assistance of other professionals as necessary.
- Takes all suitable and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, district policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being reasonably available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and evaluates their performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on committees as reasonably required.
- Develops and maintains effective interpersonal relationships with students, staff and parents.
- Demonstrates professional integrity. Adheres to the Wahpeton Public Schools Codes of Ethics, and handles confidential information appropriately.
- Performs other professional job-related duties assigned by the principal and in accordance with state and federal law.

TERMS OF EMPLOYMENT: Salary and work year to be in accordance with the master agreement between the Wahpeton Public School and the Wahpeton Education Association.

EVALUATION: Performance will be evaluated according to school board policy.