

# WINOOSKI SCHOOL DISTRICT

## Job Description: Teacher

**Date Approved/Updated:** May 8, 2012

**Location:** District Wide

**Job Group:** Educator

**Reports To:** Building Principal

**Summary of Position Responsibilities:** To help all students learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

### **Essential Duties and Responsibilities:**

#### PLANNING AND PREPARATION

1. Effectively integrates solid content knowledge into the curricula, makes connections between the content and other parts of the student discipline(s), and develops relationships among topics and concepts in teaching plans and practices.
2. Integrates current best practices, and research, into the teaching plans and practices to assure the most effective educational program for our students.
3. Demonstrates knowledge and understanding of students including: intellectual, social, and emotional characteristics of age group; students' varied approaches to learning; student skills and knowledge; student interests and cultural heritage; student economic influences; and student family, school and community context.
4. Selects and integrates instructional goals that are valuable, clearly stated, measurable, suitable for diverse students, and that create opportunities for different types of learning.
5. Seeks and effectively utilizes all available school and district teaching and student resources to enhance instruction and learning.
6. Designs coherent instruction (including learning activities, instructional materials and resources, instructional groups, lesson and unit structure and the like) that reflect current best practices in the field and support the instructional goals.
7. Accurately and thoroughly assess student learning using instructional goals; clearly communicates assessment criteria and standards to students; and effectively utilizes assessment results to plan for individuals and groups of students.
8. Uses student assessment information to assist the Special Educator in developing an effective standards-based Individual Educational Plan (IEP) for those students who qualify for such services.

#### LEARNING ENVIRONMENT

1. Creates and maintains an environment of respect and rapport.
2. Establishes a culture for learning that incorporates the importance of the content, student pride in high quality work, and high expectations for student achievement.
3. Effectively and efficiently manage classroom procedures including instructional groups, transitions, materials and supplies handling, and the performance of non-instructional duties.
4. Assures productive, effective, and efficient use of instructional assistants and volunteers in the classroom.
5. Effectively manages student behavior by clearly communicating expectations; monitoring student behavior at all times, and successfully and respectfully responds to student behavior

---

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

## WINOOSKI SCHOOL DISTRICT

### Job Description: Teacher

Page 2

and misbehavior. Develops and implements effective student behavior support plan as needed.

6. Effectively organizes classroom furniture and other physical resources to promote learning, safety and accessibility.
7. Provides a safe learning environment for all students. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

#### INSTRUCTION

1. Communicates directions and procedures clearly, accurately and effectively both in spoken and written language.
2. Effectively utilizes questioning and discussion techniques in the classroom to promote student participation and to successfully engage students in the discussion.
3. Effectively and appropriately engages students in learning to maximize student comprehension of the lesson through representation of content, activities and assignments, instructional groupings, instructional materials and resources, structure and pacing, and the like.
4. Provides accurate, substantive, constructive, specific and timely feedback on student progress and performance to students, parents, and other professionals as needed or required.
5. Demonstrates flexibility and responsiveness to student needs by effectively making minor adjustments to the lesson, persistently seeking thoughtful alternative approaches, strategies/resources, and successfully accommodating students' questions or interests to enhance student learning.

#### OTHER PROFESSIONAL RESPONSIBILITIES

1. Accurately and thoroughly assess a lesson's effectiveness and the extent to which it achieved its goals, and effectively modifies the lesson plan for future use to enhance student learning.
2. Assists the school principal and/or Director of Teaching and Learning in planning and evaluating curriculum effectiveness and identifying program needs.
3. Develops and implements an effective system to maintain accurate, complete and confidential student records including student completion of assignments, student progress in learning, and other non-instructional records.
4. Prepares and submits accurate, complete, timely and effective reports as required by law, district policy, and/or administrative regulations.
5. Communicates/collaborates effectively with parents to keep families informed of the instructional programs and individual student progress, and effectively responds to parent concerns and engages families to help meet the educational needs of the student. Means of communication may include annual open house, observation sessions for parents, conferences, weekly newsletters, sessions for program discussion, making home visits, and other individual meetings as necessary.
6. Works effectively, cooperatively and respectfully with supervisors, colleagues, subordinates, and other professionals and outside agencies.
7. Participates in EST functions including (but not limited to) meetings, developing referral processes, screening referred students, providing supplemental support, and consulting services as requested.

---

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

## WINOOSKI SCHOOL DISTRICT

### Job Description: Teacher

8. Actively participates in school events, workshops, in-service meetings, teacher trainings, building level staff meetings, district meetings, and other school and district committees/projects, making substantial contributions.
9. Seeks out and actively participates in opportunities for professional development to enhance content knowledge and teaching skills, to support district goals and school action/strategic plans, and/or as may be directed by the School Principal.
10. Keeps abreast of current best practices, research findings, and other developments in the field.
11. Actively participates in assisting and supporting other educators and administrators in the school and/or district.
12. Shows professionalism and considers “What’s best for students” in serving and advocating for students and in decision making.
13. Follows and assists in upholding and enforcing school rules, administrative regulations and procedures, policies of the Winooski School District, and corresponding school district policies.

***Supervisory Responsibilities include:*** Training, planning, assigning, and directing work.

#### ***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor’s degree and working knowledge of Vermont’s Framework of Standards required. Recent experience working in a Vermont school district preferred.

Certificates, Licenses, Registrations: Holds or is eligible to hold a Vermont teaching license. Holds the appropriate endorsement(s) and meets all the basic competencies and qualifications of the endorsement(s) as listed in the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*

Language Skills: Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public.

Mathematical Skills: Ability to interpret and use test results by applying math concepts such as standard error of measurement, bands of confidence, standard scores, and percentiles. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reasoning Ability: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Good basic computer skills and experience with word processing programs require. Experience with Microsoft Office helpful. Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations. Ability to effectively resolve conflicts and handle stress.

**WINOOSKI SCHOOL DISTRICT**

**Job Description: Teacher**

**Physical Demands:**

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- F Standing     F Walking     F Sitting     O Lifting     O Carrying     O Pushing  
 O Pulling     O Climbing     O Balancing     Stopping     O Kneeling     O Crawling  
 O Crouching     O Reaching     C Handling     C Fingering     C Feeling     C Talking  
 C Hearing     C Far Vision     C Near Vision     C Color Vision     C Depth Perception     F Repetitive Motion  
 F Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work XX</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- F Exposure to weather     O Extreme heat     O Extreme cold     F Noise     O Dust, vapors, fumes  
 C Time constraints     C Public contact     C Deadlines     O Travel     F Inside work

**Terms of Employment:** Per Collective Bargaining Agreement, State and Federal Statutes and Board Policies.

**Compensation:** As per Collective Bargaining Agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with Procedure WSD201.

---

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*