

Cochrane-Fountain School District – Job Description

Title: Professional Educator

Summary

The professional educator is responsible for preparing all students for post-secondary success by implementing the district curriculum using culturally responsive instructional strategies, monitoring student progress, analyzing student data and collaboratively planning for providing student interventions.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Educator Standards

Professional Knowledge

- Demonstrate accurate knowledge of the content area.
- Base instruction on goals that reflect high expectations and understanding of the subject.
- Integrate key content elements and higher-level thinking skills in instruction.
- Demonstrate skills relevant to the subject area(s) taught.

Instructional Planning

- Plan age-level, culturally responsive instruction based on the School Board approved curriculum using textbooks and materials supplied by the district.
- Utilize differentiated instruction techniques to meet the needs of all students.
- Develop appropriate long- and short-range plans and adapt plans as needed.
- Plan accordingly for pacing, sequencing content coverage, transitions, and application of knowledge.

Instructional Delivery

- Engage and maintain students in active learning (e.g., student collaboration, small group instruction, real world applications, project-based learning).
- Build upon students' existing knowledge and skills.
- Use a variety of effective, motivational instructional strategies.
- Use materials, technology, and resources to enhance student learning.
- Reinforce learning goals consistently throughout the lesson.
- Communicate clearly and checks for understanding (e.g., multiple levels of questioning).

Assessment For and Of Learning

- Use pre-assessment data to develop expectations for students, to differentiate instruction, and to document learning.
- Involve students in setting learning goals and monitoring their own progress.
- Use formative and summative assessments to inform instruction and monitor student progress.
- Collect and maintain a record of sufficient assessment data to support accurate reporting of student progress.
- Communicate constructive and frequent feedback on student learning to students, parents, and other stakeholders (e.g. other teachers, administration, community members as appropriate).

Learning Environment

- Create and maintain a safe physical setting; Ensures supervision of students in all areas of the school.
- Establish a climate of trust and teamwork by being fair, caring, respectful, and enthusiastic.
- Promote respectful interactions that challenge and engage all students within the learning environment.
- Respect and promote the appreciation of diversity.

- Use a balance of effective verbal, nonverbal, and digital communication tools to foster a positive, culturally inclusive learning environment.

Professionalism

- Collaborate and communicate effectively with other school personnel to promote students' well-being and success.
- Build positive and professional relationships with parents/guardians through frequent communication concerning students' progress.
- Work in a collegial and collaborative manner with administrators, other school personnel, and the community to promote continuous improvement.
- Maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to legal and procedural requirements.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Possess a minimum of a B.S/B.A. degree and a valid Wisconsin Teaching License in the assigned area of teaching.
- Interpersonal skills to interact courteously and effectively with students, teachers, administrators, and the public.

Preferred

- Prior successful teaching experience.
- DPI licensure in multiple areas.
- Additional certifications that would enhance the educational experiences of students or add value to the educational program.

Terms of Employment

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal or Assistant Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021