

Lakewood School  
Twin Lakes School Dist. #4

**Job Title:** Teacher  
**Reports to:** Administration

---

**Position Summary:**

A teacher has the responsibility to help students develop skills and knowledge consistent with the district's curriculum and goals that will contribute to the students' development as mature, able and responsible adults. Teachers are responsible for maintaining a classroom climate, which nurtures and supports a positive learning environment.

---

**Qualifications:**

A teacher must possess certification as required by the State of Wisconsin to teach at the assigned grade level and academic area.

**Essential Duties and Responsibilities:**

**Professional**

1. Meets all professional responsibilities and expectations of Twin Lakes School District.
2. Maintains accurate records of attendance and student performance and provides them for school district use on a timely basis.
3. Participates in required district in-service programs.
4. Attends required staff meetings in a timely and professional manner.
5. Demonstrates punctuality and dependability.
6. Promotes a positive attitude and enthusiasm toward education.
7. Utilizes established channels for handling routine procedures, resolving problems/concerns, and making suggestions.
8. Represents the school district both positively and professionally.
9. Must have, or be willing to pursue, first aid / CPR certification.

**Instruction:**

1. Prepares lesson plans that reflect a logical sequence of learning objectives and activities. The lesson plans will include state standards, specific learning objectives, classroom activities, and assessments.
2. Creates and maintains a classroom environment that promotes students to be actively engaged in the learning process.
3. Utilizes a variety of instructional strategies and materials that are appropriate for the stated instructional objectives.
4. Identifies, selects, and modifies instructional resources to meet the individual needs of students with varying backgrounds, learning styles, and special needs.
5. Uses both formative and summative assessments to monitor and promote student growth.
6. Helps in the creation, implementation, and monitoring of individual student goals.
7. Maintains regular communications with parents regarding academic and behavioral progress.

Lakewood School  
Twin Lakes School Dist. #4

8. Establishes standards of classroom conduct and administer them in a fair, equitable, and consistent manner.

**Building:**

1. Shares in the supervision of non-classroom areas to promote a consistent and orderly school environment.
2. Participates in committees as related to student needs, school programs, and district needs.
3. Cares for, monitors, and helps maintain district resources.
4. Knowledgeable of and adheres to all procedures and practices prescribed in the Teacher and Student handbooks, district policies and procedures, and master teacher contract.
5. Participates in the development and implementation of building level goals.
6. Maintains a classroom environment that is consistent with building-wide expectations.
7. Understands and follows procedures with respect to the appropriate chain of command.
8. Actively utilizes all available school resources as directed by district administration.
9. Performs all other duties and responsibilities as assigned by district administration.