

## PROFESSIONAL STAFF POSITIONS

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It shall be the policy of the Board of Education to only employ instructional staff who hold a valid and acceptable license to teach in the state of Wisconsin. All professional staff positions are created and eliminated with the approval of the board. It is the board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

### Qualifications for Employment:

1. Wisconsin DPI certification for grades assigned must be on file in the district office.
2. The instructor must pass an initial physical exam which includes a tuberculin test.
3. The instructor is expected to stay updated on essential instructional improvements in his/her field through professional study, special conferences, group discussions, school visitations and travel.

### Conditions of Employment:

1. Individual contracts shall apply as approved by the Board of Education.
2. Conditions of employment are enumerated in the Certified Staff Handbook approved by the Board of Education and all policies pertaining to staff as recorded in the official policies of the Board of Education.

### Responsibilities:

1. Arrive by 7:35 a.m. and do not leave until 3:35 p.m., except when adjusted by administration for special meeting purposes.
2. Be responsible for the safety and well-being of students during the time they are placed in his/her charge, as well as any students in the immediate area.
3. Instruct each student placed in his/her charge according to the curriculum and utilizing the best education practice standards.
4. Formulate and turn into the principal written lesson plans, which state the objective(s) to be taught, using the best education practice standards.
5. Evaluate, on a regular basis, all students in his/her charge using the methods described in the curriculum.

Initial Adoption: 9/24/12

Final Adoption: 10/22/12

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6. Insure participation in the learning process by all students in his/her charge.
7. Cooperate with other school employees in maintaining healthy discipline.
8. Work cooperatively with administrators to improve areas of instructional weakness.
9. Be responsible for the proper care of all assigned equipment, books, materials, and furniture placed in his/her custody.
10. Perform such duties as may be assigned by the principals which support the total operation of the school and are consistent with board policy and the Certified Staff Handbook.

Initial Adoption: 9/24/12

Final Adoption: 10/22/12