

Sparta Area School District

Article 209 - Specifications for Teachers

Teachers shall be employed under the auspices of a legal contract approved by the Board of Education. The compensation shall be granted as provided in the negotiated agreement. The Superintendent shall make the recommendation for contract approval to the Board of Education.

Teachers are responsible for the good order and discipline of their students. It is the duty of all teachers to aid, assist and cooperate with their principals and with each other in maintaining order and discipline throughout their buildings; and to that end, they are subject to the call and direction of their principals at all times.

Teachers shall:

1. Be responsible for the delivery of the curriculum and the administration of required assessments in their area of assignment as per the district approved curriculum guides and assessment calendars.
2. Maintain order and discipline and promote a positive school environment by proper methods and shall consult with the principal or other administrator in special cases.
3. Use discretion and good judgment in all matters involving political and religious issues.
4. Dress professionally for their assigned duties.
5. Familiarize themselves with the guidelines and expectations outlined in their staff handbook(s).
6. Contact their principal prior to 6:00 A.M. on any day in which they are unable to perform their services.
7. Inform the school office of any case of truancy that comes to their attention.
8. In case of illness or injury of any pupil; make a reasonable attempt to contact or to have some other responsible person contact the parents or guardian of the pupil promptly, and shall see that arrangements are made for giving required medical care to the pupil. A report of the illness or injury shall be made to the principal on the same day as the occurrence.
9. Appropriately deposit all classroom and student monies and not leave any money in their classrooms. Such funds can be banked in the school office. Normal accounting procedures of all money handled shall be kept and receipts issued and requested as appropriate. A teacher shall be responsible to repay the district for lost or stolen funds that were under their care and not deposited per board policy.
10. Serve on curriculum committees as may be assigned by their supervisor, help develop curriculum in their area of teaching and methodology, and carry out curriculum work cooperatively with their colleagues in the building and district.

11. Determine grades based upon carefully recorded data of student progress and achievement per administrative direction and board policy
12. Shall promote positive public relations by keeping parents informed of concerns and of student progress, and by responding to parent calls in a timely manner.
13. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
14. Carry out other duties as assigned by their building administrator.

Legal Reference: Wisconsin Statute 118.21 Teacher Contracts

Cross Reference: Article 403 District Grading Policy
Policy Series 340 – Certified Employees
Negotiated Agreement between the Sparta Education Association and the
Sparta Area School District

Approved:

Revised: July 26, 2005
April 27, 2010