



Business Office
Lindholm Building / 222 Maple Avenue / Waukesha, WI 53186
Phone: 262-970-1045 / Fax: 262-970-1020

CERTIFICATION BY HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION
(WISCONSIN AND FEDERAL FAMILY AND MEDICAL LEAVE ACT)

SECTION 1: For completion by the EMPLOYER	
Name of Employer Contact: Melissa Beck	
Address of Employer: 222 Maple Avenue, Waukesha, WI 53186	
Employer Contact Phone: 262-970-1045	Fax: 262-970-1020
Employer Contact Email: mbeck@waukesha.k12.wi.us	
Employee's Job Title: Teacher	Regular Work Schedule: 8 hour day
Employee's Essential Job Functions: Classroom Instruction	
<input checked="" type="checkbox"/> Check if job description is attached	
SECTION 2: For EMPLOYEE	
<p>INSTRUCTIONS to the EMPLOYEE: Please complete Section 2 before giving this form to your medical provider. If requested by your employer, your response is required to obtain or retain the benefit of WFMLA/FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your WFMLA/FMLA request. You have 15 calendar days to return this form to the employer.</p> <p>The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the employer requires that employees not provide any genetic information when responding to requests for medical information associated with FMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.</p>	
Name of Employee/Patient:	
SECTION 3: For completion by the HEALTH CARE PROVIDER	
<p>INSTRUCTIONS to the HEALTH CARE PROVIDER: Please answer all questions relative to the patient listed in Section 2 as fully and completely as possible. There are questions that require answers about the frequency or duration of a condition or treatment. Your answer should be your best estimate based upon your medical knowledge, experience and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine WFMLA/FMLA coverage. Please be sure to sign the second page of the form.</p>	
Part A: MEDICAL FACTS	
1. Does the patient have a serious health condition?	
<input type="checkbox"/> Yes (go to #2) <input type="checkbox"/> No (provide signature and return to employer listed in Section 1)	
* Wisconsin's Family and Medical Leave law (s. 103.10, Wis. Stats.) defines a "serious health condition" as: A disabling physical or mental illness, injury, impairment or condition involving either: 1) inpatient care in a hospital, or 2) outpatient care that requires continuing treatment or supervision by a health care provider.	
2. Approximate begin date of condition:	
3. Probable duration of condition:	

4. Date(s) you treated the patient for condition:	
5. Use the information provided by the employer in Section 1 to answer this question.	
<p>Is the employee unable to perform any of his/her job functions? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, identify the job functions that employee is unable to perform:</p>	
6. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (e.g. symptoms, diagnosis, continuing treatment, use of specialized equipment):	
Part B: AMOUNT OF LEAVE NEEDED	
1. Will the employee be incapacitated for a single continuous period of time? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, estimate begin and end dates for the period of incapacity:	
2. Will the employee need follow-up treatment appointments or need to work part-time or on a reduced schedule due to medical condition? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If applicable, estimate treatment schedule, including dates of follow-up appointments and time required for each appointment, including any recovering period:	
If applicable, estimate the part-time or reduced work schedule the employee needs:	
_____ hour(s) per day; _____ days per week from _____ through _____	
3. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is it medically necessary for the employee to be absent from working during flare-ups? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please explain:	
Based upon the patient's medical history and condition, please estimate frequency and possible duration of flare-ups within the next six months:	
Name of Health Care Provider:	
Health Care Provider Business Address:	
Telephone Number:	Fax Number:
Type of Practice/Medical Specialty:	
Signature of Health Care Provider: _____	Date: _____

SCHOOL DISTRICT OF WAUKESHA

Job Description

JOB TITLE: Teacher

Exempt: No
Reports to: Building Principal

Salary: As Negotiated
Classification: Teacher

Date: January 2012

The mission of the School District of Waukesha is to develop in our students the capacity and skills to be community, college and career ready.

SUMMARY: To lead students toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include, but are not limited to, the following:

Human Relations

1. Maintains a supportive and positive relationship with students.
 - Treats students with respect and does not engage in discriminatory practices.
 - Demonstrates empathy for students.
 - Respects the confidentiality of student information.
 - Manages student behavior in a responsible manner.
2. Maintains a supportive and positive relationship with parents.
 - Encourage parental participation in instructional activities at home and in school.
 - Treats parents in a respectful manner and is willing to listen and consider their point of view.
 - Keeps the parent informed of student academic, social/emotional progress at appropriate times.
3. Maintains a supportive and positive relationship with peers.
 - Cooperates, plans, evaluates and shares ideas and materials with colleagues and supports the work of associates.
 - Shares responsibility for maintaining order and acceptable behavior of students outside the classroom.
 - Accepts constructive criticism and direction.
 - Prepares for a substitute teacher.

Curriculum Development and Implementation

- Possesses a working knowledge of the District's curriculum.
- Closely aligns planning with the District curriculum.
- Evaluates, adjusts, and enhances the District's curriculum.

Professional Rights and Responsibilities

1. Carries out policies, regulations, and practices applicable to the position.
 - Acts as an effective team member.
 - Assumes responsibility for meeting deadlines, i.e. lesson plans, report cards, budget, surveys, field experience materials, IEP's, progress reports, etc.
 - Implements current policies (District and School).
 - Performs professional growth activities.
 - Remains current of educational theory, research and practices.

- Improves and implements professional skills.

Instructional Practices

1. Plans and implements lessons based on an effective lesson plan.
 - The past experiences and learning of students are used to focus on the new learning.
 - The purpose of the lesson is shared with the students.
 - Information is well organized.
2. Uses various instructional techniques which maximize student success.
 - The teacher monitors student learning during the lesson and adjusts instruction as is necessary for students to be successful.
 - The teacher motivates students and keeps them involved in the learning task.
 - The teacher facilitates appropriate student learning behavior.
 - Specific criteria are provided for determination of student success.
 - Student achievement is measured by multiple assessments and properly documented.
3. Maintains a classroom atmosphere conducive to learning.

MARGINAL FUNCTIONS:

1. Perform other duties as assigned by the supervisor.

REQUIREMENTS OF ESSENTIAL FUNCTIONS:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

1. Bachelor's degree or degree appropriate to position.
2. Teaching Certification from the State of Wisconsin Department of Public Instruction.

PROFESSIONAL SKILLS: Very High Skills Needed

- Ability to read, analyze, and interpret course text and professional journals.
- Ability to clearly communicate unit/lesson objectives and content.
- Ability to respond to common inquiries or complaints from parents or members of the community.
- Ability to effectively present information to peers, parents, public groups, and community.
- Ability to work cooperatively with peers.
- Ability to define problems, collect data, establish facts, and draw conclusions.

PHYSICAL ABILITIES:

While performing the duties of this job, the employee is frequently required to stand and walk for prolonged periods of time. Occasionally requires sitting for long periods and occasional balancing, stooping, and kneeling. Bending at the neck and at the waist is frequently required. The use of the fingers and hands to grasp and feel small objects is also frequently required. Frequently required is the ability to lift up to 25 pounds and occasionally required is the ability to lift up to 50 pounds. Also, close vision, depth perception, the ability to adjust focus and the ability to read printed material is required. Constantly required is the ability to talk and hear to express and understand ideas and thoughts.

WORK ENVIRONMENT:

Work is primarily performed in a classroom environment, which typically includes moderate noise from students and computers. Work includes participating in conferences with parents regarding student progress. Work is occasionally performed outdoors in a variety of weather conditions as well.

LICENSES/CERTIFICATION REQUIRES: Wisconsin Teaching Certification

REPORTS TO: Building Principal or other administrator as assigned.

JOB CLASSIFICATION: Certified Staff

The School District of Waukesha does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.