

# Job Description Form

Job Title

Date

Regular Education Licensed K-12 Teacher

Created/updated on: 10/7/2020

Department/Business Unit

Supervisor

Bonner, Bear Cave, Middle and High School

Building Principal

Purpose of Job (how it contributes to the department's objectives)

To plan, organize, and present engaging instruction and instructional environments that help students learn subject matter and skills that will contribute to their educational and social development in the 21st century.

Responsibilities

1. Plans and develops instructional plans, lessons, experiments and other support activities to present approved district curriculum in accordance with district goals and objectives.
2. Plan, coordinate, differentiate, and continuously improve instruction, activities, and events to meet the needs of all learners.
3. Analyze situations, determine possible options, and make appropriate decisions based on the data.
4. Manage instructional time and student behavior.
5. Motivate students.
6. Consult with and provide feedback to parents, teachers, administrators, and the community to enhance the learning of students.
7. Monitor, assess, and evaluate student performance.
8. Interact within the educational environment in the best interests of students including safety guidelines and procedures.
9. Supervise classes to ensure all students are learning in a safe and productive environment.
10. Communicate with families and attend parent-teacher meetings.
11. Allocate and grade homework, assignments, and tests.
12. Perform non-instructional duties as assigned.
13. The employee is responsible to be knowledgeable about all district policies.
14. This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Job Qualifications (list the minimum education, formal training, skills and experience required)

1. Minimum Bachelor's degree from an approved education program in the subject area.
2. Minnesota teaching license or have qualifications to obtain a Minnesota teaching license.
3. Strong background in, and working understanding of, the *Minnesota State Academic Standards*.