



BECKER PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: K-12 Classroom Teacher

Revision Date:

Last Classification Review:

Exempt Status: Exempt

Department: Instruction

Reports To: Principal

Job Summary:

Under the direction of the Principal, the Licensed Classroom Teacher represents a broad grouping of diverse and different instructional positions responsible for developing lesson plans to present district curriculum in assigned instructional subjects; delivering and instructing students in lesson plans and instructional material; evaluating and assessing instructional materials and student progress against instructional outcomes, educational standards, and objectives. Licensed Teachers also participate and team with other instructional professionals, administrators, parents, counselors, and other district personnel concerning student needs, issues and district learning initiatives, curriculum and building issues.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: Paraprofessionals

Essential Duties and Responsibilities:

- Plans and develops instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with district goals, standards, and objectives. Determines needs and abilities of students and determines methods and techniques to best present and provide instruction to students within assigned subject(s) areas.
 - a) Develops individual educational plans or lesson plan.
 - b) Researches topics, materials, and information to improve presentational materials and information.
 - c) Plans for substitutes activities, as needed.
 - d) Determining interventions for students and follows the MTSS process.
- Provides and delivers classroom instruction to students incorporating the essential elements of instruction.
 - a) Provides instruction and implements lesson plans at appropriate levels of difficulty and in accordance with district curriculum guidelines and criteria.
 - b) Implements student tests, assesses, and evaluates student progress and determining the need for additional reinforcement or adjustments to instructional plans/techniques/goals.
 - c) Teaches specific learning objectives and lesson plans in accordance with MN State Standards.
 - d) Employs various teaching techniques, methods, and principles of learning to best the needs of students and district learning outcomes (i.e., instructional technology, questioning and discussions techniques, accommodations for special needs and 504 plans, etc.).
 - e) Reinforces information previously presented in the classroom.
 - f) Monitors student performance and behaviors.

- g) Prepares, follows, and implements IEP and 504 plans in accordance with due process.
- Establishes and maintains student control and discipline in the classroom, school premises or during school activities by communicating expectations of appropriate behavior. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with district policies and procedures.
 - a) Creates an environment of respect and rapport.
 - b) Organizes the physical space within the classroom.
 - c) Manages classroom procedures and student behavior.
 - d) Maintains classroom records (i.e. attendance, grades, student information/data, etc.)
- Evaluates student performance against learning objectives. Develops tests to test performance, grades performance, corrects papers, and conducts parent teacher conferences to discuss student progress, problems, strengths, concerns or other pertinent issues of the student, family, and school. Reviews standardized testing and other testing outcomes to assist in the assessment of learning and outcomes.
- Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student problems, learning or curriculum. Attends and/or serves on District committees, task forces, administrative meetings, or IEP meetings to provide assistance in curriculum development, assessing student progress and performance, or to participate in the building decision-making and improvement processes.
 - a) Provides ongoing communication with families regarding student progress via personal contact, phone calls, emails, conferences, etc.
 - b) Participates in IEP meetings and 504 meetings and/or performs 504 and IEP case management.
 - c) Collaborates with instructional and school personnel in evaluating individual student issues, approaches to instructional units and new teaching technologies or procedures.
 - d) Collaborates and assists in the development and implementation of instructional curriculum and assessments that align curriculum to MN State Standards.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district, and departmental meetings.
 - c) Keeps abreast of changing developments, trends, instructional and educational technologies.

Minimum Qualifications:

Requires a Bachelor's Degree in Education and a completion of assigned internship/practice teaching experience in a degree program. Licensed by the State of MN in assigned subject/teaching area(s) of responsibility.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of teaching principles, practices, techniques, and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of assessment procedures and techniques, test construction and evaluation methods.
- Knowledge of due process procedures and requirements.
- Knowledge of subject material, concepts, educational standards, and issues related to grade/subject of assignment.
- Knowledge of district discipline policies, student handbook and general building policies and procedures.
- Knowledge of instructional technologies and software, equipment, tools, and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.
- Operation and use of office productivity software and applications utilized by the district in the maintenance of student records, files, and communications.

- Knowledge of classroom management functions, techniques, and processes.
- Knowledge of MN State Standards.

Essential Skills Necessary To Perform The Work:

- Skilled in planning and developing lesson plans consistent with approved program curriculum.
- Skilled in presenting complex materials and concepts in an understandable and grade appropriate manner.
- Skilled in developing assessment tools, assessing and evaluating student performance and needs.
- Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles, and terminology.
- Ability to deal effectively and appropriately with administrators, parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district.
- Interactions and communication skills require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.
- Advising and making recommendations to district administrators or committees concerning needs in curriculum and learning approaches.
- Following and applying data privacy and confidentiality issues.

Work Environment:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Physical Job Requirements:

Employee is required to continuously talk and hear, stand, and use hands to finger, handle or feel; intermittently sits, walks, and reaches with hands and arms; occasionally kneels, stoops, and/or crouches. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.