

**POSITION DESCRIPTION
BROOKLYN CENTER COMMUNITY SCHOOLS**

SECTION I: GENERAL INFORMATION

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| Position Title: Teacher | FLSA Status: Exempt |
| Immediate Supervisor's Position Title: Principal | Bargaining Unit/ Work Group: Teacher |
| Job Summary: Performs difficult professional work teaching a broad range of subjects or specialized subject matter(s), teaching special needs students, motivating students to achieve maximum potential and related work as apparent or assigned. Work is performed under the general direction of the Principal. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Develops lesson plans and instructional materials; develops individual programs for special needs students.
Translates lesson plans into learning experiences.
Integrates subject area content and technology.
Instruct students in area(s) of specialization and subject matter specified in state law and administrative regulations and procedures of the school district.
Supervises students to ensure a safe, supportive, culturally responsive, equitable, and welcoming learning environment.
Monitors, advises, coaches, and supports student behavior management to ensure a safe, supportive, welcoming learning environment.
Adapts teaching materials and methods to develop relevant sequential assignments that guide and challenge students.
Develops standards for critical analysis through group discussions.
Assesses, identifies and evaluates needs of students; provides instruction in individual or group sessions; establishes and maintains standards of behavior.
Creates and implements behavior modification programs for special needs students.
Administers standardized tests in accordance with established procedures.
Encourages students to think independently, develop and express original ideas.
Evaluates student progress; maintains appropriate records; prepares progress reports.
Communicates with students, student counselors and parents through conferences and other means.
Maintains professional competence through in-service education and self-selected professional books and instructional materials.
Selects and requisitions books and instructional materials.
Orders instructional supplies and materials.
Participates in curriculum development programs, faculty committees and student activity sponsorship as required.
Attends meetings and training sessions as required.
Other duties as assigned.

SECTION III: QUALIFICATIONS AND REQUIREMENTS

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|---|-------------------------------|---|---|-------------------------------------|-----------------|
| EDUCATION/ KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following | | | | | |
| Required Education/ Training (Choose one) | | Degree Information: Type of Degree: (B.A., M.A., etc.) B.A. | | | |
| <input type="checkbox"/> | Less than high school diploma | Major field of study or degree emphasis: Education | | | |
| <input type="checkbox"/> | High school diploma or GED | | | | |
| <input type="checkbox"/> | 1 year college | | | <input type="checkbox"/> | 2 years college |
| <input type="checkbox"/> | 3 years college | | | <input checked="" type="checkbox"/> | 4 years college |
| <input type="checkbox"/> | 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Comprehensive knowledge of subject(s) taught; Thorough knowledge of elementary, secondary or special education principles, practices and procedures; Thorough knowledge of effective teaching principles and methodology; Thorough knowledge of school and district rules, regulations and procedures; Good judgment and decision making | | |
| <input type="checkbox"/> | 2nd year graduate level | | | | |
| <input type="checkbox"/> | Doctorate level | | | | |
| Required Work Experience in Addition to Formal Education/ Training: Previous experience working with diverse populations and urban school settings preferred. | | | | | |
| Required Supervisory Experience: N/A | | | | | |
| LICENSE/ CERTIFICATION | | Bachelor's degree with coursework in education, or related field and minimal experience teaching or planning curriculum, or equivalent combination of education and experience. Must hold a valid Minnesota teaching license. | | | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents; Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic background; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | |
|--|----------------|
| Titles of Positions Directly Supervised | # of Employees |
| | |
| TOTAL | |

| | |
|---|----------------------|
| INDIRECT SUPERVISION: Education Assistants | |
| Number of employees indirectly supervised: | Total: Varies |

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| HAZARDOUS WORKING CONDITIONS: The essential duties of the work are performed under various physical hazards or environmental conditions noted. | Work is primarily performed in a typical classroom setting and is exposed to a minimum of environmental conditions. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities | | | | |
|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Use hands dexterously (use fingers to handle, feel) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reach with hands and arms | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop/ crouch or crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Taste or Smell | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical (Lift & Carry): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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|----------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| up to 10 pounds | | | | |
| up to 25 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Up to 50 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Up to 75 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities

Physical requirements associated with the position can best be summarized as follows:

Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; may be required to wear a facemask and other personal protective equipment in a pandemic outbreak; work is generally in a moderately noisy location (e.g. business office, light traffic).

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: