

**ISD # 191 Job Description
(TCHRMATH)
JOB TITLE: Teacher, Mathematics**

Exempt (Y/N): Yes
DEPARTMENT: Mathematics
SUPERVISOR: Principal

DATE: January 9, 1997
OCC NUMBER: 1365-1374

SUMMARY: Teaches mathematics to students in junior or senior high schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives, curriculum, resources, and outline for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, records results, and issues grades and or reports to inform students and parents of progress.
- Keeps attendance records.
- Maintains discipline in classroom.
- Meets with parents to discuss student progress and problems.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; required course work in education. Minnesota teacher licensure required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, and the general public.

MATHEMATICAL SKILLS: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid and current Minnesota state teacher's license. Certification in Mathematics.

OTHER SKILLS and ABILITIES:

Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.

Ability to maintain regular attendance.

Ability and willingness to follow District rules and policies.

Ability and willingness to follow directives from supervisors.

Ability to work with students of all ability levels, and to make adjustments in teaching techniques to fit individual needs.

Conflict resolution skills.

Computer skills in word processing and data entry.

Classroom management/discipline skills.

Organizational skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but could be loud at times, depending on the student population.

**ISD # 191 Job Description
(TCHRSCI)
JOB TITLE: Teacher, Science**

Exempt (Y/N): Yes
DEPARTMENT: Science
SUPERVISOR: Principal

DATE: January 9, 1997
OCC NUMBER: 1395-1408

SUMMARY: Teaches Science to students in junior or senior high schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Instructs students by lecturing, demonstrating lab experiments, and using audiovisual aids and other materials to supplement presentations.

Prepares course objectives, curriculum, resources, and outline for course of study following curriculum guidelines or requirements of state and school.

Assigns lessons and corrects homework.

Administers tests to evaluate pupil progress, records results, and issues grades and/or reports to inform students and parents of progress.

Keeps attendance records.

Maintains discipline in classroom.

Meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; required course work in education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the school community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or the School Board.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid and current Minnesota state teacher's license. Certification in Science.

OTHER SKILLS and ABILITIES:

Ability to work with students of all ability levels, and to make adjustments in teaching techniques to fit individual needs.

Conflict resolution skills.

Computer skills in word processing and data processing.

Classroom management/discipline skills.

Organizational skills.

Ability to maintain regular attendance.

Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.

Ability and willingness to follow District rules and policies.

Ability and willingness to follow directives from supervisors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate, but could be loud at times, depending on the student population and the particular lesson being taught. Sometimes class will be held outside, where weather conditions will vary.