

# Teacher Job Description

## Science Teacher

### Descriptors

**Position Title:** Science Teacher

**Department:** Science

**Exempt Status:** Exempt

**Reports To:** Building Principal

**Supervisory:** No

**Revision Date:** July 2019

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

### Job Summary

Teaches science to students in junior or senior high school by performing the duties listed below.

### Essential Duties and Responsibilities

- Instructs students by lecturing, demonstrating, and using technology aids and other materials to supplement presentations.
- Prepares course objectives, curriculum, resources and outline for course of study following guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, record results, and issues grades and/or reports to inform parents of progress.
- Keeps accurate attendance records.
- Maintains classroom discipline.
- Meets with parents to discuss student progress and opportunities.
- 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 students in adjustment and academic opportunities.

**Perform other duties as assigned or requested.**

### Work Requirements and Characteristics

#### Education/Certification Requirement:

- Bachelor's degree from four-year college or university.
- Valid and current Minnesota state teacher's license.

#### Essential skills required to perform the work:

##### Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, school correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of teachers, administration, parents and the general public.

##### 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.

**Other Skills and Abilities:**

- Ability to work with students at varying levels of understanding and abilities and to make adjustments in teaching techniques to fit individual needs.
- Conflict resolution skills.
- Classroom management and 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 and supervisor rules, policies and directives.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Computer skills in word processing and data processing.

## **Physical and Mental Requirements**

**Physical Job Requirements:**

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.

- Regularly required to stand, walk, sit, use hands and talk or hear.
- Occasionally required to reach, stoop, kneel or crouch.
- Occasionally lift or move up to 25 pounds.

**Mental Job Requirements:**

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines
- Position requires a high attention to detail

**Hazardous Working Conditions:**

- The majority of work is performed in normal office conditions
- Position may travel between buildings as needed
- Position may require flexible hours and attendance at events outside of the normal work day

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.