

**ISD # 191 Job Description
(TCHR1-6)
JOB TITLE: Teacher, Grades 1-6**

Exempt (Y/N): Yes
DEPARTMENT: Elementary Education
SUPERVISOR: Principal

DATE: January 9, 1997
OCC NUMBER: 1231-1236

SUMMARY: Teaches elementary school students academic, social, and motor skills in public schools by performing the following duties.

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

Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school. Adapts material to accommodate student ability level and learning style.

Lectures, demonstrates, and uses audiovisual teaching aids as well as other teaching methods to present subject matter to class.

Prepares, administers, and corrects tests, and records results.

Assigns lessons, corrects papers, and hears oral presentations.

Teaches rules of conduct.

Maintains order of students.

Counsels pupils when adjustment and academic problems arise.

Discusses pupils' academic and behavioral attitudes and achievements with parents and specialist(s), if necessary.

Keeps attendance and grade records as required by school.

Coordinates class field trips.

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

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 general school or business periodicals, or professional journals. Ability to write reports, school correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, public groups, parents, and/or the Board of Education.

MATHEMATICAL SKILLS: The level of skill needed will depend on the grade level and individual student competency.

High skill level: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Basic skill level: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 First - Sixth grade.

OTHER SKILLS and ABILITIES:

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

- Conflict resolution skills; classroom management/ discipline skills.

- Computer skills in word processing and data processing.

- 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 use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; stand, walk, 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 sometimes works in outside weather conditions and is sometimes exposed to mild cold or heat. The noise level in the work environment is usually moderate, but may become loud, depending on the class activity and the temperament of the students.