

**ISD # 191 Job Description  
(TCHRST)  
JOB TITLE: Social Studies Teacher**

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Exempt (Y/N): YES  
DEPARTMENT: Varies  
SUPERVISOR: Principal

DATE: January 9, 1997  
OCC NUMBER: 1415-1422

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**SUMMARY:** Teaches one or more subjects to students in senior high school 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 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 reports to inform 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 general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond to common inquiries or complaints from parents, administrators, or members of the school community. Ability to write reports, business correspondence, procedure manuals, and speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups, and/or Board of Education.

**MATHEMATICAL SKILLS:** Requirements for mathematics teacher: 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.

Requirements for other teachers: 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 subject area taught.

**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 stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. 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.

Technology teachers: While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Art, science, and chemistry teachers: While performing the duties of this job, the employee occasionally works with toxic/caustic chemicals and is sometimes exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate, but could be loud in some classes if machinery is being used.