



Position Description

SECTION I: GENERAL INFORMATION

Position Title: Teacher	Department / Building:
Reports To: Building Principal	FLSA Status: Exempt
Position Classification: Certified Staff	Bargaining Unit: Burnsville Education Association
Duty Year: 184 Days	Revision Date: 09/30/2024

SECTION II: JOB SUMMARY

Under the direction of the Building Principal, the Licensed Teacher is responsible for developing lesson plans and presenting district curriculum in assigned instructional subjects. This role includes delivering and instructing students, evaluating and assessing student progress and collaborating with other instructional professionals, administrators, parents, counselors and other district personnel to address student needs and district learning initiatives.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Classroom Management and Instruction
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Tasks involved in fulfilling above duty/responsibility:

- Develop instructional plans, lessons and activities to present approved district curriculum.
- Assess student needs and abilities to determine instructional methods and

techniques.

- Incorporate technology and other necessary resources into lesson planning.
- Provide instruction at appropriate difficulty levels according to district guidelines.
- Assess student progress and adjust instructional plans as needed.
- Utilize various teaching techniques to meet student needs and district learning outcomes.
- Monitor and manage student behavior during instructional and non-instructional times.
- Document and report student behaviors and provide appropriate rewards and consequences
- Direct classroom paraprofessionals and volunteers.

Duty/Responsibility #	2	Statement of duty/responsibility: Student Evaluation and Support
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Tasks involved in fulfilling above duty/responsibility:

- Develop and grade assessments to evaluate student performance and use data to provide future instruction.
- Communicate student progress through multiple modalities and conduct student parent-teacher conferences.
- Enter and maintain accurate grade records.
- Advise and counsel students both in and out of class.
- Communicate with students, families and district personnel regarding student progress.
- Host meetings such as Open House and parent-teacher conferences.

Duty/Responsibility #	3	Statement of duty/responsibility: Special Projects/Additional Duties
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Tasks involved in fulfilling above duty/responsibility:

- Stay updated on trends, theories and technologies in education.
- Advise other instructional staff and student teachers.
- Participate in staff development activities.
- Work with educational paraprofessionals and administrators on student needs and curriculum development.
- Participate in district committees and attend IEP and 504 meetings.
- Partner with grade level or subject matter teammates to plan instruction and assess student work.
- Provide expertise and assistance to staff and the community.

Perform other duties as assigned or requested.

SECTION IV: EDUCATION AND EXPERIENCE REQUIREMENTS

- **Education:** Bachelor's Degree from an accredited university in Education or relevant instructional subject area.
- **License:** Teaching license in the State of MN with appropriate licensure for assigned areas of responsibility or proof of pending approved licensure.
- **Experience:** Prior successful experience in student teaching or teaching in an urban, multicultural education setting.

SECTION V: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)					
Physical		Lifting/Carrying		Exposure to Environmentals	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	F	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F

Traveling by automobile	O		Peripheral, depth perception	F
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SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

Performance of Duties. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.