

## POSITION DESCRIPTION

**Position:** Teacher - EP Online

**Purpose:** The teacher is the educational leader in the on-line classroom and will ensure that the Public Schools Program and curricula are implemented in a way that maximizes student learning experiences. The EP on-line teacher is responsible for the supervision and evaluation of all students within his/her teaching assignment, is committed to the Eden Prairie School Board policies regarding equity, human rights and cross-cultural understanding and reports directly to the principal of the school.

**Primary Customers:** **Internal:** Students and staff  
**External:** Students, parents, and community

**Position Qualifications:** **Education/Certification:**

- Current Minnesota Teaching License

**Qualifications:**

- Knowledge of content-related pedagogy.
- The ability to address the learning styles of students.
- The ability to plan instructional goals and designated outcomes for all students and to clearly communicate those to learners.
- The ability to implement strategies, activities and techniques for promoting quality student performance in both academic and social behavior based on students' prior knowledge and experience.
- The ability to adapt curriculum to meet the varying rates, patterns and needs of all students, including students who extend learning beyond designated outcomes.
- The ability to effectively contribute to and manage an individual program plan for students with special needs.
- The ability to assess learning outcomes achieved by students using various methods to monitor the effectiveness of teaching strategies. (e.g. testing, observation, self-evaluation, portfolios, alternative assessment, reflection).
- The ability to plan and implement appropriate classroom management strategies and techniques to ensure productive, interesting, respectful and safe classrooms.
- The ability to actively involve students in the development and implementation of the classroom and school discipline codes.
- The ability to create and maintain a climate of respect and fairness for all students.
- The ability to implement instruction that recognizes diverse populations.
- The ability to communicate effectively with students, staff, parents, community and outside agencies to better meet with the needs of students.
- Demonstrates fair and ethical judgements.

- The ability to utilize current technologies.
- The ability to work as a contributing team member.
- The ability and desire to engage in continuing education and skills upgrading.

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

**Essential Responsibilities:**

**1. Instruction and collaboration.**

- Utilize EP Online provided curriculum as the curriculum for each course.
- Utilize approved online software applications for coursework and student interaction in each course
- Develop and maintain long range and daily instructional plans.
- Develop asynchronous lesson plans for any and all absences.
- Submit emergency lesson plans for each course.
- Provide synchronous experiences and office hours for small group and class wide instruction
- Provide Inspire Choice Engagement Cluster through synchronous meetings with students weekly.
- Update Student Engagement Form weekly.
- Use a variety of teaching strategies such as group work, lecture, mini-lessons, exploration, questioning, discussion, and other cooperative teaching techniques.
- Use a variety of assessment strategies.
- Utilize approved online software applications for coursework and student interaction in each course
- Assist in the development and implementation of the school improvement plan in order to improve student achievement and success.
- Use appropriate techniques to encourage active participation in decision-making regarding such things as classroom rules, organization and topics of study which communicate a caring attitude and trust of students.
- Develop and implement a system for student recognition.
- Promote problem solving, cooperative negotiating skills and conflict resolution strategies.
- Apply appropriate consequences for inappropriate student behavior.
- Develop healthy self-esteem in students. Structure lessons that encourage risk-taking in learning.
- Model life-long learning.

**2. Data management.**

- a. Maintain records for such things as student attendance, evaluations, report cards, discipline records, and documents required by the School Board or Department of Education and Culture using prescribed formats;
- b. Perform monthly progress calls with the learning coach and learner present.
- c. Provide individualized feedback to each student assignment submission.
- d. Perform all Discussion Based Assessments throughout each module.
- e. Enter a minimum of one assignment grade weekly and provide grades and progress at each monthly progress call.

**Leadership.**

- a. Actively pursue leadership roles in the school and promote leadership opportunities in the classroom.

**4. Other duties as assigned.**

This job 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 modifications to reasonably accommodate individuals with a disability.

**Terms of Employment:**

Classification Number:	EPEA
Hours/Day:	7.5
Days/Year:	185

**Evaluation:**

A continuous performance improvement process will be developed with the supervisor.