

## POSITION DESCRIPTION

<b>Position:</b>	<b>Targeted Services Teacher - Elementary</b>		
<b>Purpose:</b>	Targeted Services Teachers provide direct instruction of Targeted Services programs at each elementary school.		
<b>Primary Customers:</b>	<b>Internal:</b>	All employees	
	<b>External:</b>	Students, parents, and community	
<b>Position Qualifications:</b>	<b>Education/Certification:</b>		
	<ul style="list-style-type: none"><li>• Bachelor’s Degree in Education required.</li><li>• Minnesota Teacher License required.</li></ul>		
	<b>Experience:</b>		
	<ul style="list-style-type: none"><li>• Experience working with students and parents is required.</li></ul>		
	<b>Qualifications:</b>		
	<ul style="list-style-type: none"><li>• Ability to apply problem solving skills in handling student issues and concerns.</li><li>• Excellent communication and human relations skills.</li><li>• Good organizational skills.</li><li>• Ability to manage time and responsibilities.</li><li>• Excellent decision-making and problem solving skills.</li></ul>		

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

### Essential Responsibilities

- Provide direct instruction to students following the guidelines of the Targeted Services program and Minnesota Department of Education.
- Engage students in learning that is different than the school day to help students achieve their academic goals.
- Interact with students in order to build positive relationships.
- Help maintain the appearance and cleanliness of the school building.
- Understand, follow and enforce building procedures.
- Assists with group activities and provides adaptations to activities to meet the needs of all children.
- Encourage problem solving among children using PBIS strategies: positive reinforcement, redirection, effective communication and appropriate consequences.
- Greet children and parents and assist them with needs.
- Communicate with parents about student activities and daily needs.
- Oversee supervision of assigned student group and maintain attention and control of large groups.
- Know and understand District building and program health and safety procedures.
- Provide experiential and integrated learning in reading, math, art and science.
- Provide a variety of alternative learning techniques and experiences for the students.

- Promote, implement, evaluate and maintain quality youth programs offered through Eden Prairie Community Education.
- Work directly with students – leading activities, providing supervision, maintaining a safe, child-friendly environment.
- Help promote program using materials designed by Community Education.
- Focus on parent communication.
- Provide direction to students during activities and throughout transitions.
- Provide supervision in indoor and outdoor spaces at a ratio of 15:1.
- Stay informed of daily programs and activities.
- Take work direction from Targeted Services Coordinator as needed.
- Other duties as assigned.

**Measures of Accomplishment:**

1. Community is informed about the program.
2. Policies and processes are followed for safety, communication and logistics.

This job description describes the general information and nature of 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 individual with disability.

**Terms of employment:**

- **Classification:** EPEA
- **Hours/Week:** Temporary school year employment from approx. October 1 – April 30.
- **Days/Year:** TBD
- **Salary:** Rate per EPEA contract.

**EVALUATION**

- A continuous improvement process as implemented by supervisor.