



Edina Public Schools Position Description

Section I: General Information

Position Title: Licensed Teacher	Department: Teaching and Instruction
Immediate Supervisor: Principal, Director of Student Support Services, or Administrative Designee	FLSA Status: Classification Level: Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Licensed Teacher is responsible for creating an inclusive environment where each and every student can discover their possibilities and thrive. Under the direction of the Principal, Director of Student Support Services, or administrative designee, the Licensed Teacher represents a broad grouping of diverse and different instructional positions responsible for presenting district curriculum in assigned instructional subjects, delivering and instructing students in accordance with lesson plans and instructional material, and evaluating and assessing student progress against instructional outcomes and objectives.	

Section II: Essential Duties and Responsibilities

Plans and delivers classroom instruction to students incorporating the essential elements of instruction.

- Plans and develops instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with district goals and objectives.
- Determines needs and abilities of students and provides instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines and criteria.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional plans, techniques, and goals.
- Teaches specific learning objectives.
- Employs various teaching techniques, methods, and principles of learning to best meet the needs of all students and district learning outcomes.
- Demonstrates knowledge of current content and pedagogy (e.g., incorporates diverse perspectives, differentiation, district curriculum, standards-based instruction, technology).
- Promotes creativity and problem-solving within learning.
- Inspires, motivates, and engages students in the learning process.
- Identifies and capitalizes on student interests and experiences to add richness to their learning.
- Organizes classroom supplies and materials.
- Performs routine cleaning and housekeeping functions to maintain a proper learning environment.
- Evaluates student performance against learning objectives through formative and summative assessments.
- Conducts conferences with parents/guardians to discuss student progress, strengths, concerns, and other pertinent issues.
- Recognizes student obstacles that may require additional services, evaluations, consultations, or referrals and facilitates access to these services through appropriate resources.
- Attends IEP meetings to provide assistance in assessing student progress and performance.

Establishes and maintains student control and discipline in the classroom, on school premises, or during school activities by communicating expectations of appropriate behavior. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with district policies and procedures.

- Maintains a safe, inspiring, and welcoming learning environment for all students, parents, employees, and community members.
- Instructs, models, and counsels students in conflict management.
- Demonstrates evidence of ethical behavior and sound judgement, serving as a positive role model for students.

Provides instructional leadership to support staff within the classroom. Assigns activities and provides guidance and instructional oversight.

Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies, or approaches to student concerns, learning, or curriculum.

Serves on building and district committees to provide expertise and assistance in building decision-making and improvement processes and curriculum development.

Performs other duties of a comparable level or type, as required.

- Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
- Models learning through engaging in professional growth opportunities and personal goal setting and evaluation.
- Attends training sessions, conferences, seminars and district and departmental meetings.
- Keeps abreast of changing developments, trends, and instructional and educational technologies.
- Creates, monitors, and maintains accurate records and other documents.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationship with students, parents/guardians, staff, administration, and community stakeholders.
- Ensuring the use of culturally competent school system practices to meet the needs of each and every student.
- Planning and developing lesson plans that are consistent with approved district curriculum.
- Presenting complex materials and concepts in an understandable and grade-appropriate manner.
- Developing assessment tools and assessing and evaluating student performance and needs.
- Leading group processes/discussions and utilizing a variety of instruction aids and technologies.
- Writing reports, lesson plans, learning objectives, and tests. Assisting in writing and reviewing curriculum using and applying professional/technical concepts, principles, and terminology.
- Working with students, staff, parents/guardians, administrators, and other educational professionals regarding student issues and concerns. Interactions require persuasion, instruction, and working with others to gain cooperation and understanding of educational issues and needs.
- Perceiving student needs and developing relationships to meet those needs.

Section IV: Minimum Education and Experience Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	Bachelor's degree required.
LICENSE/CERTIFICATION REQUIREMENTS:	Minnesota teaching license(s) in assigned areas of responsibility.

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0
Total	0

Title of Positions Indirectly Supervised
Classroom paraprofessional staff, interns, and volunteers.

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand				x	Up to 10 pounds			x	
Walk		x			Up to 25 pounds		x		
Sit		x			Up to 50 pounds	x			
Use hands to finger, handle or feel		x			Up to 100 pounds	x			
Reach with hands and arms		x			More than 100 pounds	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

Classification History: Job description updated by ISD 273 Human Resources 1.2024.