



A World-Class Community of Learners

## JOB DESCRIPTION

| BAND | GRADE | SUBGRADE | WORKING CONDITIONS |
|------|-------|----------|--------------------|
| C    | 5     | 1        |                    |

| JOB TITLE | CONTRACT REFERENCE                             |
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| Teacher   | Fridley Education Association Master Agreement |

| TITLE OF IMMEDIATE SUPERVISOR | VERSION DATE  |
|-------------------------------|---------------|
| School Principal              | February 2009 |

### JOB SUMMARY

Within federal and state law and regulations and district policy and practice:

- Responsible for the management of the instructional program for assigned students
- Responsible to establish and maintain an atmosphere conducive to learning within the classroom and assist in same throughout the building
- Responsible for the assessment of student progress
- Responsible for other duties as assigned by the building principal which are necessary to fulfill the basic function of the position and are consistent with the Master Agreement

### TASK NO.

| The essential functions of this job include, but are not limited to, the following fundamental job duties: |   |
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| 1.   | Utilize Charlotte Danielson’s framework for teaching as a guide for high quality instruction  |
| 2.   | Plan long and short range instructional objectives <ul style="list-style-type: none"> <li>• Share in developing and improving curriculum and maps in the assigned teaching area, within the frameworks and standards of the district, state, and federal levels</li> <li>• Develop high quality course and unit instructional outcomes for areas assigned</li> <li>• Select appropriate high quality unit and daily objectives</li> <li>• Design lessons and activities to teach the selected objectives</li> </ul> |
| 3.   | Demonstrate knowledge of instructional content <ul style="list-style-type: none"> <li>• Teach with accuracy and clarity</li> <li>• Participate in professional development functions reflecting district, building, and classroom priorities</li> <li>• Promote higher level thinking skills, real-world learning, and problem-solving methodologies</li> </ul>   |
| 4.   | Use a variety of instructional materials appropriately <ul style="list-style-type: none"> <li>• Instruct using a variety of teaching techniques</li> <li>• Demonstrate a knowledge and use of technology appropriate to deliver instruction</li> <li>• Utilize materials which will best accomplish desired outcomes</li> </ul>   |

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| 5. | Provide appropriate classroom management <ul style="list-style-type: none"><li>• Maintain an orderly and positive environment conducive to learning</li><li>• Use methods which motivate, challenge, and interest students</li><li>• Model behaviors that the students are expected to perform</li><li>• Reinforce positive behaviors</li><li>• Promote teaming and collaboration</li></ul>  |
| 6. | Demonstrate knowledge of child growth and development <ul style="list-style-type: none"><li>• Demonstrate an understanding of the developmental characteristics of students in the teaching process</li><li>• Provide for the various emotional needs of students, e.g., the need for approval, security, realization of self-worth and emotional release</li></ul>  |
| 7. | Apply principles of human relations <ul style="list-style-type: none"><li>• Maintain regular, effective communications with parents, staff and students</li><li>• Model positive behaviors for all students regardless of human conditions or values which may be different for the norm</li><li>• School Board: Reports to the Board and/or the Superintendent at the request or approval of the Superintendent</li><li>• Building Administration: Reports to the building administrators as assigned and is directly responsible to administrator for teaching and other duties assigned except as noted below</li></ul> |
| 8. | Complete necessary clerical/recordkeeping activities <ul style="list-style-type: none"><li>• Shall record attendance and tardies in the student management system.</li><li>• Shall keep a record of academic progress and behavior records for assigned students</li><li>• Conduct those other recordkeeping/clerical type tasks necessary to efficient instruction</li><li>• Maintain regular communication with students and parents in the student management system</li></ul>  |
| 9. | Demonstrate professional growth <ul style="list-style-type: none"><li>• Collaborate with district staff as appropriate.</li><li>• Actively participate in professional development activities as required and expected.</li><li>• Develop and execute an individual growth plan each year.</li><li>• Stay current on district initiatives, adopted methodologies, and philosophies</li></ul>   |

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Hold a baccalaureate degree from a college or university that is accredited
- Minnesota Department of Education teaching license required for specific assignment

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**JOB TITLE**

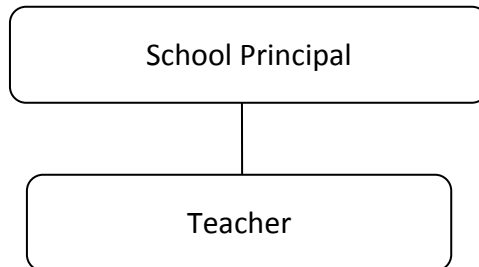
Teacher

**CONTRACT REFERENCE**Fridley Education Association Master Agreement

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.