

**INDEPENDENT SCHOOL DISTRICT NO. 319
NASHWAUK-KEEWATIN PUBLIC SCHOOLS**

Adopted: November 20, 2023

Job Title: Teacher

Supervisor: Building Principal

Salary/Pay: As determined by Master Agreement

Purpose: To create a classroom environment which fosters learning and personal growth; to motivate pupils to develop skills, attitudes and knowledge needed to provide an excellent education, in accordance with each pupil's ability; to establish effective rapport with pupils, parents; and to work collaboratively with other staff members.

Essential Duties and Responsibilities

- Develops lesson plans and instructional materials; and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Teaches district-approved curriculum.
- Translates lesson plans into developmentally appropriate learning experiences.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and in a timely fashion prepares progress reports. Communicates this information regularly with parents.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Maintains a professional day, as defined by building/and contract.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, e-mails, conferences, etc.
- May plan and coordinate the work of paraprofessionals and volunteers in the classroom and on field trips. May provide input to the goal-setting process for paraprofessionals.
- Works in a supportive and collaborative manner with colleagues and supervisors.
- Maintains and improves professional skills by participating in building and department meetings, formal coursework, workshops and seminars in an effort to stay current with best teaching practices.
- Participates annually in an individual professional growth plan which includes a goal-setting process.
- Performs other duties as may be reasonably assigned by the administrator for effective school operation.

Experience and Qualifications

- Minnesota Teaching License or qualifies for a Tier 1 or Tier 2 license
- Thorough knowledge content of specialty area;

- Thorough knowledge of appropriate level education principles, practices and procedures;
Thorough knowledge of the principles and methodology of effective teaching;
- Thorough knowledge of school district operations, regulations and procedures;
- Ability to understand developmental appropriateness of materials and behavior;
- Ability to establish and maintain standards of behavior;
- Ability to deliver articulate oral presentations and written reports;
- Ability to operate a personal computer and equipment related to classroom instruction;
- Ability to establish and maintain effective working relationships with other staff, students and parents.

Personal Characteristics

Respects students.

Creates a sense of community and belonging in the classroom.

Is warm, accessible, enthusiastic and caring.

Has high expectations for all students.

Has his/her own love of learning and inspires students with his passion for education and for the course material.

Is a skilled leader.

Is flexible.

Collaborates with colleagues on an ongoing basis.

Maintains professionalism in all areas.