



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Teacher

**Department:**

Certified

**Unit:**

AEA

**Immediate Supervisor:**

Building Principal

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Building Principal, the Licensed Teacher is responsible for the organization and implementation of instructional plans that guide and encourage students to develop and fulfill their academic potential. Responsibilities include preparing lessons, instructing students, assessing student learning, collecting and analyzing student data to plan instruction, creating an engaging and respectful classroom environment, communicating with multiple stakeholders, maintaining accurate records, supervising students, participating in school improvement initiatives and learning professionally.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. 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 determines methods and techniques to best present and provide instruction to students within assigned subject areas.
2. Provides and delivers classroom instruction to students incorporating the essential elements of instruction and best practice techniques.
  - Provides instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines.
  - Assesses student progress and determines the need for additional reinforcement or adjustments to instructional plans/techniques/goals.
  - Teaches learning objectives according to district and MN state standards.
  - Determines and employs various teaching techniques, methods and principles of learning to best meet the needs of students and district learning outcomes.
3. Evaluates student performance against learning objectives. Develops and implements assessments and provides students with appropriate feedback. Also communicates with students and parents/guardians regarding student progress.
4. Oversees and assures proper classroom management activities within the classroom.
  - Establishes and maintains student control and discipline in the classroom, school premises or during school activities.
  - Employs and implements a classroom structure to encourage student responsibility and cooperation.
  - Maintains accurate and complete records of student progress and achievement.
  - Updates all necessary records accurately and completely as required by school regulations, district policies and laws.
  - Prepares required reports on students and classroom activities.
5. Provides instructional leadership to support staff within the classroom by assigning activities, providing guidance and instructional oversight.

6. Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches. Serves on district committees, administrative meetings or IEP meetings to provide assistance in curriculum development, assessing student progress and performance, or to participate in the building decision-making and improvement processes.
7. Performs other related duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Bachelor's Degree with a major in Education and focus in specialty area
- Successful completion of student teaching experience

### **License/Certification Requirements:**

- State of MN Teaching License

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of best practice teaching principles, techniques and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of current trends, theories and technologies pertaining to learning, instruction and classroom management.
- Knowledge of assessment procedures and techniques.
- Knowledge of subject material, concepts and issues related to grade/subject of assignment.
- Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved district curriculum and MN standards.
- Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs.
- Presentation skills; leading and facilitating group activities and discussions.
- Using a variety of instructional aids and technologies.
- Classroom management techniques and functions.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum.

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Physical requirements of the classification will vary across positions due to the individual needs of students and programs of assignment. The physical requirement outlined below is representative of the broad classification as a whole.

Medium/Heavy Work: Exerting up to 100 pounds of force occasionally, up to 25 pounds frequently to lift, carry, push, pull or otherwise move objects, including the human body.