

**Monticello Public Schools
Position Description**

Position Title: Secondary Teacher	Date: April 2022
Department/Building: MMS/ MHS	Position Classification: Exempt, EMM
Immediate Supervisor: Building Administrator	Approval: Superintendent

Job Summary:

The secondary classroom teacher's primary responsibility is to assist all students in acquiring learning by responding to individual student assessment results and providing aligned learning to meet their needs. Responsible for thorough planning and preparation, creating a positive, motivating classroom environment, providing high-quality daily instruction, maintaining accurate records, communicating with other staff and families, and growing professionally are all essential aspects of a classroom teacher position. Completing the professional responsibilities of the teacher are ongoing requirements of this position. To create a flexible, inviting secondary classroom environment favorable to learning and social/emotional growth; to establish effective rapport with students; to motivate pupils to develop the skills, attitudes and knowledge needed to provide a solid foundation for secondary education, in accordance with each pupil's ability; to establish positive relationships with students, parents/guardians and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

75% Classroom Instruction, Behavior Management and Student Support

- Demonstrates knowledge of content pedagogy
- Demonstrates knowledge of students' social and emotional needs
- Selects instructional goals appropriate to students' needs
- Demonstrates knowledge of a variety of instructional resources and strategies
- Designs coherent instruction
- Monitors and adjusts teaching practices to have the greatest impact on student learning
- Teaches state required standards and district identified essential learnings
- Differentiates learning to meet the needs of individuals and groups of students
- Collaborates with colleagues on assessment results and way to improve student learning
- Collaborates with PLCs (grade level and content area colleagues) to improve student achievement, implement standards, analyze assessment data and develop effective instructional strategies
- Collaborates with Special Education to meet the needs of special education students
- Collaborates with EL teachers to meet the needs of English Language learners
- Collaborates with specialists as needed to provide interdisciplinary experiences for students (art, music, PE, counselors, social workers, gifted and talented, media etc.)
- Creates a classroom environment of respect and rapport

- Establishes a culture of learning by supporting the mission, beliefs and strategic plan of the district.
- Manages classroom procedures effectively
- Manages student behavior effectively to create a rapport with students that is conducive to student learning and promotes self-esteem for all students.
- Uses positive reinforcement and appropriate interventions
- Manages the physical space effectively
- Engages all students in learning.
- Implements instruction which demonstrates cultural proficiency
- Use technology to engage students and families
- Other duties as assigned

15% Communication, Record Keeping and Reporting

- Communicated expectations for student behavior and learning clearly and accurately
- Uses a variety of questioning and discussion techniques routinely in instruction
- Aligns assessments of student learning with instruction
- Assesses student learning through a variety of criterion-based, formative and summative assessments
- Provides timely, accurate and specific feedback
- Demonstrates flexibility and responsiveness to students, staff, supervisors and parents
- Communicates, collaborates, and cooperates with colleagues, supervisors and students.
- Collaborates with other teachers on curriculum maps and placement of standards.
- Documents where and when standards are taught
- Follows district grading practices and reports to parents/guardians on a regular basis
- Maintains accurate records
- Informs parents of student progress as needed
- Communicates with families on a regular basis
- Shows professionalism in all encounters with staff, administration, students, families and community
- Other duties as assigned
- Role in School/classroom safety/Healthy environment

10% Professional Development

- Reflects on teaching and learning in their classroom, making adjustments to improve learning for all students throughout your career
 - In the first year with the district all certified staff work with an instructional coach
 - Teachers new to the field or licensure area work with an instructional coach for up to three years.
- Contributes to leadership of the building
- Grows and develops professionally
- Participates in building and district professional development
- Participates in the district's performance review process
- Develops personal cultural proficiency
- Follow principal and directors directions

- Attends staff meeting
- Serves on building and district committees as requested

WORK REQUIREMENTS AND CHARACTERISTICS

Education and Certification Requirements:

- Bachelor Degree in Education or Related Field
- Hold or are eligible for MN secondary education teacher license

Experience:

- Prefer experience working with secondary aged students
- Require student teaching or similar experience with adolescents

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment as needed
- Advanced computer skills required
- Uses multiple applications for work processing, record keeping, online instruction and communication, student assessment, presentation etc.

Supervision of Others :

- Oversight, work direction and training of paraprofessionals required in some instances
- Coordination and oversight of school volunteers required in some instances

Mental Requirements:

- Involves handling multiple tasks at once, responding to numerous requests for information, dealing with interruptions, prioritizing tasks and setting priorities.
- Ability to deal with defensive and/or defiant individuals.
- Requires strong problem solving and conflict resolution skills
- Involves learning quickly and adapting to change
- Involves meeting student needs while exhibiting patience
- Must maintain mental and visual attention throughout the work day.
- Involves making and maintaining effective working relationships with a wide variety of constituents
- Ability to work in a team environment.

Working Conditions:

- Exposure to students and many adult staff.
- Exposure to physical injury from students from time to time
- Exposure to emotional outbursts from students from time to time

Physical Requirements:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		

Use hands dexterously				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch/crawl				X
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically Lift or carry:				
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			