

**Walker-Hackensack-Akeley School District
Job Description**

POSITION TITLE: Family & Consumer Science Teacher
DEPARTMENT: High School
REPORT TO: High School Principal
PAY SCALE: Teacher Salary Schedule
WORK YEAR: Contract Days per Master Agreement (182)

SUMMARY: To create a classroom environment that fosters learning skills in Family & Consumer Science classes; to motivate students to develop skills, attitudes and knowledge needed to provide an excellent education, in accordance with each student's ability; to establish effective rapport with pupils, parents; and to work collaboratively with other staff members.

I. **Duties and Responsibilities of the Position:**

- A. Develops lesson plans and instructional materials; and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- B. Teaches district-approved curriculum in FACS courses.
- C. Translates lesson plans into developmentally appropriate learning experiences.
- D. Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- E. Evaluates pupils' academic and social growth, keeps appropriate records and in a timely fashion prepares progress reports. Communicates this information regularly with parents.
- F. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- G. Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- H. Maintains a professional day, as defined by building/and contract.
- I. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, e-mails, conferences, etc.
- J. 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.
- K. Works in a supportive and collaborative manner with colleagues and supervisors.
- L. 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.
- M. Participates in a personal professional goal-setting process on a regular basis.
- N. Performs other duties as may be reasonably assigned by the administrator for effective school operation.

II. **Supervisory Responsibilities:**

May give work direction to paraprofessionals.

III. **Education and/or Experience:** BA or BS degree in education or related field required.

IV. **Certificates, Licenses and Registrations:** Valid Minnesota Teaching License.

- V. Language Skills:
Effectively communicate with students, staff, administrators, parents and the community.
- VI. Mathematical Skills:
Demonstrate ability to apply appropriate math skills in performing daily routines.
- VII. Physical Requirements:
Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a phone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels; speak in audible tones so that others may understand clearly in classrooms; physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead.
- VIII. Reasoning Ability:
Know, interpret and follow school policy. Apply common sense understanding to carry out instructions. Diffuse difficult situations.

- A. Other Skills and Abilities:
Demonstrate ability to operate a computer and necessary software. Ability to develop effective working relationships with students, staff, administrators, parents and the community.
Maintain professional composure while dealing with a variety of personalities and situations.
Show initiative and function as a self-starter.
Demonstrate positive and effective working relationships with students, staff, other administrators, parents and the community.

- B. Physical Demands:
Perform multiple tasks. Lift at least 50 pound items.

- C. Work Environment:
Collaborative work in a fast-paced environment interacting with students, staff, administrators, parents and the community with multiple requests and concerns. Support and communicate with other administrators and staff. Respond in emergency situations.
Other duties may be assigned.