



PAYNESVILLE PUBLIC SCHOOLS POSITION DESCRIPTION

Job Title: Licensed Teacher
Date Prepared/Revised:
Reports To: Principal

FLSA Status: Exempt
Department: Instruction
Last Classification Review:

Job Summary:

Under the direction of the Building Principal and/or the guidance of the Assistant Principal, the Licensed Teacher represents a broad grouping of diverse and different instructional positions responsible for developing lesson plans and presenting district curriculum in assigned instructional subjects; delivering and instructing students in lesson plans and instructional material; evaluating and assessing student progress against instructional outcomes and objectives. Licensed Teachers also participate and collaborate with other instructional professionals, administrators, parents, counselors, and other district personnel concerning student needs, issues and district learning initiatives, curriculum and building issues.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: Coordinates the activities of paraprofessionals while in the classroom setting.

Essential Duties and Responsibilities:

- Plans and develops instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with educational standards, district goals and objectives. Determines needs and abilities of students and decides on methods and techniques to best present and provide instruction to students within assigned subject(s) areas. Assesses and determines how to incorporate technology into lesson planning.
- Provides and delivers classroom instruction to students incorporating the essential elements of instruction.
 - a) Provides instruction at appropriate levels of difficulty and in accordance with district curriculum guidelines, standards and criteria.
 - b) Assesses student progress and determines the need for additional reinforcement or adjustments to instructional plans/techniques/goals.
 - c) Teaches specific learning objectives.
 - d) Employs various teaching techniques, methods and principles of learning to best the needs of students and district learning outcomes.
 - e) Performs classroom management activities; classroom recordkeeping (e.g. attendance and grading activities); maintains classroom discipline and supervision; organizes and maintains the learning environment in the classroom.
- Assesses student performance against learning objectives. Develops tests to assess performance, grades performance,

corrects papers, and conducts parent teacher conferences to discuss student progress, problems, strengths, concerns or other pertinent issues of the student, family and school. Administers standardized tests in accordance with established procedures.

- Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student problems, learning or curriculum. Serves on District committees (e.g. administrative meetings; child study or IEP meetings; or other committees to provide assistance in curriculum development, assessing student progress and performance, or to participate in the building decision-making and improvement processes).
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.
 - c) Participates in staff development and professional development activities.

Minimum Qualifications:

Requires a Bachelor's Degree in Education and a completion of assigned internship/practice teaching experience in a degree program. Licensed by the State of MN in assigned subject/teaching area(s) of responsibility.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of teaching principles, practices, techniques, and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of assessment procedures and techniques, test construction and evaluation methods.
- Knowledge of due process procedures and requirements.
- Knowledge of subject material, concepts, educational standards, and issues related to grade/subject of assignment.
- Knowledge of district discipline policies, student handbook and general building policies and procedures.
- Knowledge of instructional technologies and software, equipment, tools, and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.
- Operation and use of office productivity software and applications utilized by the district in the maintenance of student records, files, and communications.
- Knowledge of classroom management functions, techniques, and processes.
- Knowledge of MN State Standards.

Essential Skills Necessary To Perform The Work:

- Skilled in planning and developing lesson plans consistent with approved program curriculum.
- Skilled in presenting complex materials and concepts in an understandable and grade appropriate manner.
- Skilled in developing assessment tools, assessing and evaluating student performance and needs.
- Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles, and terminology.
- Ability to deal effectively and appropriately with administrators, parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district.
- Interactions and communication skills require persuasion, instruction and working with others to gain cooperation and understanding.
- Advising and making recommendations to district administrators or committees concerning needs in curriculum and learning approaches.
- Following and applying data privacy and confidentiality issues.



Work Environment:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Physical Job Requirements:

Employees are required to continuously talk and hear, stand, and use hands to finger, handle or feel; intermittently sits, walks, and reaches with hands and arms; occasionally kneels, stoops, and/or crouches. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.