

Position Title: Certified Teacher

Department / Unit: Site / Program as Assigned

Accountable To: Site Principal / Program Coordinator (If Applicable or as Designated)

Date of Latest Revision: July 2021

## I. PURPOSE OF THE POSITION

To develop materials and lesson plans; conduct instruction; regularly evaluate instructional material for grade appropriateness; and continually assess student development and performance all in a fully proficient manner as defined in the five domains from the District's Framework For Teaching.

To regularly meet with parents / guardians / responsible adults and / or students to ensure everyone's clear understanding of that student's or students' overall performance in terms of strengths / weaknesses, progress / potential and any other observable characteristics, abilities or challenges that are affecting the student's or students' performance.

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Demonstrates planning and preparation (Domain One) proficiency or better related to: knowledge of content and pedagogy; knowledge of students; selecting instructional goals; knowledge of available resources; designing coherent instruction; and assessing student learning.
- D. Demonstrates proficiency or better in establishing and managing the classroom environment (Domain Two) as evidenced by: creating an environment of respect and rapport; establishing a culture for learning; managing classroom procedures; managing student behavior; and organizing the assigned physical space.
- E. Demonstrates proficiency or better in classroom instruction (Domain Three) as evidenced by: communicating clearly and accurately; using questioning and discussion techniques; engaging students in learning; providing feedback to students; and demonstrating flexibility and responsiveness.
- F. Demonstrates proficiency or better in meeting one's professional responsibilities (Domain Four) as evidenced by: reflecting on teaching; maintaining accurate records; communicating with

families; contributing to the assigned school and District; growing and developing professionally; and showing professionalism.

- G. Demonstrates proficiency or better in cultural competence (Domain 5) as evidenced by: recognizing the impact of cultural diversity and learning; addressing demographic inequities in achievement; building relationships across cultures; adapting curriculum for cultural diversity; and following reflective practices built around professional development in diversity and cultural competence.
- H. Demonstrates a skilled or better level of performance on basic computer operations and file management as evidenced by: assisting others in technology competencies; using keyboard shortcuts; setting up a computer for use with peripheral devices; competency using the basic and more advanced features of the Macintosh and Windows operating systems; transferring files among available storage devices; and regularly performing file back ups.
- I. Meets or exceeds the District's Targets for using technology as outlined for the following areas: communication technology; assessment and instructional management; planning and designing integrated technology instruction; attitude; knowledge and use of technology; ethical use of technology; relevance and real-world application of technology by students; and personal / professional productivity.
- J. Performs other job-related responsibilities as apparent or assigned.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
  - Bachelor's degree from a four-year college or university.
  - Current Minnesota Teaching License.

### IV. WORK ENVIRONMENT

- Work is typically performed in an inside, temperature-controlled environment. Some outside duty time may be scheduled and expected in performance of this position.
- There may be some lifting and moving of materials and/or equipment, typically less than 30 pounds, in performance of this position.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*