

SECTION I: GENERAL INFORMATION

Position Title: Elementary Education Teacher	Department: Education Services
Immediate Supervisor's Position Title: Building Principal	FLSA Status Exempt
Salary Range: \$46,744 to \$107,076 Annually	
General Summary of Purpose of Job: Develop the student's fullest acquisition of knowledge, skills, concepts, and attitudes.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
2.	Instruct students individually and in groups, using various teaching methods. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
3.	Observe and evaluate students' performance, behavior, social development, and physical health.
4.	Create a positive environment to ensure successful learning for all students.
5.	Maintain knowledge and skills with IB Program changes and updates.
6.	Meet with parents and guardians to discuss their children's progress, and to determine priorities for their children's social, emotional and academic growth.
7.	Partner with parents or guardians, teachers, counselors, and administrators in order to support students' academic and social-emotional development.
8.	Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
9.	Guide and counsel students with adjustment and/or academic issues or special academic interests.
10.	Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.

11.	Meet with other professionals to discuss individual students' needs and progress.
12.	Administer standardized, formative and state mandated assessments and interpret results to determine student strengths and areas of need.
13.	Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
14.	Adhere to all district policies and procedures
15.	Support the district's mission, vision, values and strategic plan.
16.	Understand and maintain boundaries and confidentiality with students, families and staff.
17.	Cultivate and develop inclusive and equitable working relationships with students, staff, families and community members.
18.	Adhere to staff and program guidelines and district procedures and policies.
19.	Demonstrate prompt, regular and reliable attendance.
20.	Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
	<ul style="list-style-type: none"> • Bachelor's Degree in Elementary Education
PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:	
	<ul style="list-style-type: none"> • Valid Minnesota Teaching License or five (5) or more years of teaching experience

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:	
	<ul style="list-style-type: none"> • Valid Minnesota Teaching License or five (5) or more years of teaching experience
Licensure Requirement (State Law):	
In accordance with Minnesota Statutes, section 122A.261, educators working in public preschool, School Readiness, and Voluntary Prekindergarten (VPK) programs within school districts and charter schools are required to hold a valid Minnesota teaching license by July 1, 2028.	
Educators with five (5) or more years of relevant teaching experience prior to September 2028 may qualify for an exemption under this law.	

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Appropriate Minnesota teaching licensure for subject area and level taught.

Skills

- Effective written and verbal communication skills
- Strong organizational and presentation skills
- Strong skills in differentiated instruction
- Skills in behavior management and classroom management
- Skills in data-driven decision making
- Skills in technology integration
- Demonstrated leadership skills

Abilities

- Ability to work collaboratively and cooperatively with administrators, teachers, staff, and students
- Ability to meet the instructional needs of a diverse group of students
- Ability to promote strong student learning outcomes
- Ability to develop and maintain positive professional relationships
- Ability to analyze, prioritize, and implement plans in a timely and professional manner
- Commitment to professional development and continuous growth
- Demonstrated prompt, regular, and reliable attendance

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:
 Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable

conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 3/25/26

Reviewed/updated:

Reviewed/updated: