



## Job Description

**Job Title:** Teacher on special assignment: Dean

**Department:** Teaching and Learning

**FLSA Status:** Exempt

### **General Definition of Work:**

Performs difficult professional work providing a broad range of teaching services or specific learning program, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student's ability, using a variety of teaching and learning methods at various levels to a targeted audience, and related work as apparent or assigned. Work is performed under the supervision of the Principal. Occasional oversight is exercised over paraprofessional or volunteer.

Provides general supervision of students, which includes cafeteria, hallways, bathrooms, school grounds, school events, buses (as needed), to ensure student order and a safe educational environment. Monitor daily attendance/tardies and supervises the procedures to improve student attendance and ensure compliance and alignment with school district rules and state attendance laws. Works with the teachers and Check and Connect to ensure students are in attendance in every class period every day. Disciplines students as necessary. Collaborate and communicate with staff, parents, and community members, to build and maintain positive working partnerships. Some evening/weekend hours, for the purpose of supervising students, in addition to the regular work schedule is required. Responsible for the master schedule, in cooperation with the high school principal.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions:**

Delivers services that contribute to a climate where students are actively engaged in a meaningful learning experience and adhere to the District philosophy and vision.

Plans and implements a program of study designed to meet individual student needs. Monitors student academics and behaviors in and outside of the classroom and intervenes or refers student to appropriate personnel. Provides a positive environment in which students are encouraged to be actively engaged in the learning process. Maintains effective and efficient student records procedures concerning attendance, testing, behaviors and related academic information. Adheres to health and safety policies.

Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis on matters concerning student behavior, abilities, school programs and academic programs. Attends staff meetings to assist in building goals, curriculum development, discuss student progress, etc. Assists in supervising school day and extra-curricular student activities and events. Collaborates with peers to enhance the instructional environment. Upholds and enforces board policy, district goals, administrative procedures and school rules and regulations. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Works cooperatively with parent, staff members, administration and community to reinforce the educational program for each child. Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff-development session as required. Encourages and facilitates work of other staff members in a collaborative, supportive environment. Evaluates accomplishments of students on a regular basis. Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school. Works cooperatively with special services staff to report student progress and growth, as applicable. Uses relevant technology to support instruction; demonstrate proficiency on use of district software. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification. Knowledge and application of master scheduling software and ability to create a high functioning master schedule. Performs other duties of a similar nature or level.

**Knowledge, Skills and Abilities:**

Thorough knowledge content of specialty area; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate different technology platforms and equipment related to classroom instruction; ability to establish and maintain effective working relationships with other staff, students and parents.

**Education and Experience:**

Bachelor's degree in teaching, or related field, or equivalent combination of education and experience. Experienced and/or experience in student behavior management and interventions which improve student behavior.

**Physical Requirements:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and speaking or hearing, frequently requires mobility, sitting, using hands to finger, handle or feel and

reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:** Minnesota Teaching License. Strong preference for teacher who has achieved tenure in the district or similar district.

**Last Revised:** 11/20/21

