
POSITION DESCRIPTION

Independent School District No. 284
Wayzata, Minnesota 55391

This Position Description was developed in September 2004

- I. Title Position: **Teacher**
Unit: Wayzata Education Association
- II. Reporting Relationship:
The Teacher reports to the Building Principal and/or District Administrator and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of the position.
- III. Basic Function of the Position:
To create a classroom environment which fosters learning and personal growth; to motivate pupils to develop skills, attitudes and knowledge needed to provide an excellent education, in accordance with each pupil's ability; to establish effective rapport with pupils, parents; and to work collaboratively with other staff members.
- IV. 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.
 - 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.
- V. Supervisory Responsibilities:
May give work direction to paraprofessionals.
- VI. Education and/or Experience:
BA or BS Degree required.
- VII. Certificates, Licenses and Registrations:
Valid Minnesota Teaching License.
- VIII. Language Skills:
Effectively communicate with students, staff, administrators, parents and the community.
- IX. Mathematical Skills:
Demonstrate ability to apply appropriate math skills in performing daily routines.
- X. Reasoning Ability:
Know, interpret and follow school policy. Apply common sense understanding to carry out instructions. Diffuse difficult situations.

- XI. 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.
- XII. Physical Demands:
Perform multiple tasks. Lift at least 50 pound items.
- XIII. 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.