



## JOB DESCRIPTION

| Band | Grade | Subgrade | Approved by HR |
|------|-------|----------|----------------|
| C    | 5     | 1        | 1/1/2015       |

**Job Title:**  
**Department/Section:**  
**Title of Immediate Supervisor:**

|                              |
|------------------------------|
| <b>Licensed K-12 Teacher</b> |
| <b>School Building</b>       |
| <b>Building Principal</b>    |

**Estimated length of time required for new entrant to achieve acceptable level of proficiency:**

1-2 Years

**Probationary Period:**

3 Years

### Job Summary:

Under the direction of the building principal, the licensed teacher represents diverse and different instructional positions responsible for developing lesson plans to present 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.

| Task | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Provides classroom instruction to students incorporating the essential elements of instruction. Teaches at appropriate levels of difficulty. Assesses student progress and determines the need for additional reinforcement or adjustments to instructional goals. Teaches specific learning objectives. Employs various teaching techniques, methods and principles of learning to best meet the needs of students and district learning outcomes. Uses appropriate instructional technology to enhance student learning. |
| 2    | Plans and develops instructional plans, lessons, experiments, and other support activities to present approved district curriculum in accordance with district goals and objectives. Determines needs and abilities of students and determines methods and techniques to best present and provide instruction to students within assigned subject(s) areas.                                                                                                                                                                |
| 3    | Evaluates student performance against learning objectives. Develops assessments to test 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.                                                                                                                                                                                                                  |
| 4    | Establishes and maintains student control and discipline in the classroom, school premises or during school activities by communicating expectations of appropriate behavior. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with district policies and procedures.                                                                                                                                                           |
| 5    | Provides instructional leadership to other support staff within the classroom involved in instructional support activities and functions. Assigns activities, provides guidance and instructional oversight.                                                                                                                                                                                                                                                                                                               |
| 6    | 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, task forces, administrative meetings or IEP meetings to provide assistance in curriculum development, assessing student progress and performance.                                                                                                                      |
| 7    | Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, instructional and educational technologies.                                                                                                                                                                             |
| 8    | Is responsible for the safety and well-being of themselves and others by maintaining a safe work environment and encouraging others to follow district safety policies and procedures.                                                                                                                                                                                                                                                                                                                                     |

|    |                                                                                                                                                                                                                                                                                              |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Supports district goals and promotes an environment that is respectful for all. Works collaboratively with other staff to focus on the needs of the learner. Maintains a customer focus that conveys a welcome attitude, an adaptability to change, and a desire for continuous improvement. |
| 10 | Performs other duties that may be assigned by supervisor in accordance with this classification.                                                                                                                                                                                             |

#### Qualifications:

##### Specific training or job experience required before appointment:

Must be licensed teacher in the State of Minnesota and licensure to teach in assigned areas of responsibility. Must be 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. Must have the 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. Must have the ability to deal effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Must have the skill and ability to communicate - both orally and in writing.

#### Organizational Relationship:

Reports to Building Principal. May take direction from other members of the administration and/or the Superintendent of Schools.

#### Working Conditions:

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: Indicate according to essential duties/responsibilities

| Employee is required to:                                | Never | 1 - 33% | 34 - 66% | 66 - 100% |
|---------------------------------------------------------|-------|---------|----------|-----------|
| Stand                                                   |       |         |          | X         |
| Walk / Fast Walk                                        |       |         | X        |           |
| Sit: at various heights from floor to adult sized chair |       | X       |          |           |
| Use hands dexterously (use fingers to handle, feel)     |       |         | X        |           |
| Reach with arms and hands                               |       |         | X        |           |
| Climb or balance                                        | X     |         |          |           |
| Stoop/kneel/crouch or crawl                             |       | X       |          |           |
| Taste or smell                                          |       | X       |          |           |
| Lift up to 10 pounds                                    |       |         | X        |           |
| Lift up to 25 pounds                                    |       | X       |          |           |
| Lift up to 50 pounds                                    | X     |         |          |           |