

Teacher

Dept/Div: Secondary Technical Center/NA

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate 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 moderate supervision of the 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

Develops lesson plans and instructional materials providing effective teaching strategies adhering to the District philosophy and vision.

Translates lesson plans into learning experiences in a classroom environment conducive to learning by employing a variety of appropriate teaching strategies; maximizes time on task.

Creates a classroom environment that responds to the needs of individual learners.

Plans and implements a program of study designed to meet individual student needs.

Recognizes learning problems and makes referrals as appropriate.

Encourages student enthusiasm for the learning process and development of good study habits.

Prepares substitute folder containing appropriate information as required by the Principal.

Adheres to health and safety policies.

Communicates with parents in a timely manner; maintains positive and constructive communication with students, staff, parents and community.

Develops reasonable rules of classroom behavior and appropriate techniques.

Shares responsibility during the school day for the supervision of students in areas of the school.

Protects students, equipment, materials and facilities by taking necessary and reasonable precautions.

Upholds and enforces board policy, district goals, administrative procedures, school rules and regulations.

Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.

Works cooperatively with parents and other staff members to reinforce the educational program for each student.

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 using multiple assessment methods; provides progress and interim reports for feedback.

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's curriculum.

Works cooperatively with other staff to report student progress and growth, as applicable.

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; general

Teacher

knowledge of school district operations, regulations and procedures; thorough skill operating standard office equipment and applicable hardware and software; ability to operate standard database programs; 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 make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to create, design and facilitate curriculum; ability to operate a personal computer 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 with coursework in education, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing and speaking or hearing, frequently requires sitting, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; 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; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and 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 State Teaching license.

Specialty training based on area of instruction may be required.

Last Revised: 9/27/2011