



SECTION I: GENERAL INFORMATION

Position Title: Licensed Elementary Teacher	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the direction of the Building Principal and/or the guidance of the Assistant Principal, the Licensed Teacher represents a broad grouping of diverse and different instructional positions responsible for developing lesson plans and presenting 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.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Develops and administers school elementary curriculum consistent with school district goals and objectives. • Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning. • Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction • Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed. • Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the c school system. • Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research. • Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws. • Encourages parental involvement in students' education and ensures effective communication with students and parents. • Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. • Coordinates with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees. • Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
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- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Administers standardized tests in accordance with District testing programs.
- Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Bachelor's Degree	
	High school diploma or GED.			Major field of study or degree emphasis: Education and relevant instructional subject area(s).	
	1 year college		2 years college		
	3 years college	x	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
	2nd year graduate level				
	Doctorate level				
• Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles. • Knowledge of elementary school curriculum and concepts. • Knowledge of data information systems, data analysis and the formulation of action plans. • Knowledge of applicable federal and state laws regarding education and students. • Ability to use computer network system and software applications as needed. • Ability to organize and coordinate work. • Ability to communicate effectively with students and parents. • Ability to engage in self-evaluation with regard to performance and professional growth. • Ability to establish and maintain cooperative working relationships with others contacted in the course of work.					

Required Work Experience in Addition to Formal Education/Training:

Minimum of a completion of assigned internship/practice teaching experience and degree program.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.

**ESSENTIAL
SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- 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.
- 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.
- 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.
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning needs in curriculum and learning approaches.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Classroom paraprofessional staff, interns or volunteers	Total: 0-10
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: 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.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.