

POSITION DESCRIPTION

SOTA

SECTION I: GENERAL INFORMATION

Position Title: Journeyworker	Department: Teaching & Instruction
Immediate Supervisor's Position Title: SOTA Program Coordinator	FLSA Status: Exempt
Job Summary: Under the direction of the SOTA Program Coordinator, the Journeyworker coaches and collaborates with Teacher Apprentices at various levels of the program. The Journeyworker supports the Teacher Apprentice with job-embedded activities, guidance, and feedback as part of the SOTA program, a partnership between Willmar Public School (WPS) and Southwest Minnesota State University (SMSU). The Journeyworker provides the Teacher Apprentice with opportunities for experience and growth, actionable feedback, and a meaningful, culturally responsive experience, preparing the Teacher Apprentice for a successful teaching career.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides instructional leadership and support with a focus on teacher development through modeling and coaching.

- Supports implementation of teacher apprenticeship program by sharing professional expertise to provide assistance to Teacher Apprentices.
- Collaborates with SOTA Program Coordinator, WPS administration, and SMSU faculty to assist Teacher Apprentices in their job-embedded learning and responsibilities.
- Exhibits growth mindset through sharing and continuous learning about research-based instructional strategies/practices focused on supporting theory to practice.
- Models for, co-teaches with, and mentors Teacher Apprentices on implementation of evidence-based instructional strategies/practices to maximize fidelity of implementation of teacher apprenticeship program.
- Provides Teacher Apprentices with ongoing mentorship on effective use of data to change/improve instruction and increase student achievement.
- Develops and refines classroom tasks, instruction, and assessments aligned to Minnesota Academic Standards, including depth of knowledge and best practices, working collaboratively with Teacher Apprentices.
- Models differentiated instruction to meet the diverse needs of students.
- Assists with and/or conducts job-embedded learning opportunities for Teacher Apprentices, specifically the integration of technology in classrooms to support student learning.
- Provides guidance and support in establishing and maintaining a positive culture and environment in the classroom, on school premises, or during school activities by communicating expectations of appropriate behavior.
- Analyzes and interprets data and feedback from Teacher Apprentices to maximize impact of program expectations.
- Employs and implements district policies and procedures.

Performs other duties of a comparable level or type, as required.

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: • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of current trends, theories, and technologies pertaining to learning and instruction. • Knowledge of assessment procedures and techniques, test construction, and evaluation methods. • Knowledge of subject material, concepts, and issues related to grade/subject of assignment. • Understanding of basic office equipment and software used by the district in maintaining records and files (e.g. word processing software, student record databases). • Knowledge of instructional technologies (including ipads) and software, equipment, tools, and devices used presenting instruction, documenting assessments or student progress, or other classroom administrative requirements of the district. • Knowledge of SOTA's vision and mission as well as the expectations of the Journeyworker position. • Knowledge of student support services within WPS.
	2nd year graduate level		
	Doctorate level		

Required Work Experience in Addition to Formal Education/Training: Minimum of three (3) years of demonstrated teaching experience and at least one (1) year of experience within Willmar Public Schools.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed Elementary Education or Academic Behavioral Strategist (Tier 3 or 4) teacher in the State of MN.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Planning and developing lesson plans consistent with approved program curriculum. • Presenting complex materials and concepts in an understandable and grade appropriate manner. • Developing assessment tools, assessing and evaluating student performance and needs. • Leading group processes/discussions, using a variety of instructional strategies, materials, and technologies. • Reviewing curriculum by applying professional/technical concepts, principles, and terminology. • Collaborating effectively and professionally with parents, students, staff and other stakeholders regarding the needs of the student. • Mentoring and providing actionable feedback on a consistent and regular basis.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
Teacher Apprentices	1-3
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Classroom paraprofessional staff, interns or volunteers	Total: 0-10

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental</i>	Unusual or hazardous working conditions related to performance of duties:
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<i>conditions noted</i>	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.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description created November 2024

Band/Grade:

Date Board Adopted:_____

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.