

# Edina Public Schools Job Description

## Teacher

**Reports to:** Principal or other designated building or district administrator

**Purpose of Position:**

A Teacher is responsible for creating a classroom environment that fosters learning and personal growth.

**Essential Duties and Responsibilities:**

- Effectively designs lesson plans and prepares instructional materials to teach district approved curriculum.
  - Demonstrates knowledge of current content and pedagogy.
  - Designs instruction to meet standards and curriculum performance expectations.
  - Demonstrates use of available materials and resources.
  - Develops lesson plans to meet the varied needs of a diverse student population through curriculum differentiation.
  - Incorporates varied instructional models and formative assessment methods to optimize student learning.
  - Maximizes the achievement of all students by developing and implementing personalized learning for each student.
  - Reviews and uses assessment data to adjust teaching practices.
  - Provides learning opportunities beyond the classroom through innovation, technology, creativity, and partnership with the community.
  - Models learning in an effective manner.
  - Prepares appropriate methods to check for learner understanding.
  - Provides opportunities for guided practice of learned material at home and school that are differentiated and consistent with lesson objectives and student skill levels.
  - Plans appropriate independent practice activities.
  - Summarizes lesson by using appropriate strategies, reinforces the lesson objectives, and creates a transition to the next lesson.
  - Promotes creativity and problem solving using a variety of tools.
- Demonstrates productive teaching through lesson implementation and instruction.
  - Knows and communicates learning standards, objectives, and purposes to students.
  - Utilizes appropriate teaching techniques and a variety of learning activities.
  - Uses a variety of appropriate evaluation methods that assesses and encourages student progress, and provides students with specific feedback.
  - Uses varied questions and discussion strategies to promote understanding and creates expectations for all students to participate.
  - Inspires, motivates, and engages students in the learning process.
  - Infuses technology in the curriculum to support student learning.
  - Understands cultural differences and incorporates diverse perspectives in the curriculum.
- Maintains organized and structured classroom management.
  - Organizes instruction to meet the stated objectives of the curriculum.
  - Demonstrates evidence of effective planning and organization.

- Organizes the physical setting to encourage learning.
- Instructs, models, and counsels students in ways to cope with conflict situations.
- Identifies and capitalizes on student interests and experiences.
- Conveys clear behavioral expectations to students and manages student behavior in a constructive manner.
- Assures a safe, inspiring, and welcoming learning environment for all students, parents, employees, and community members.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Manages classroom procedures.
- Demonstrates positive interpersonal relationships with students, parents, administration, and other employees.
  - Shows respect and sensitivity to others' needs and concerns.
  - Treats sensitive situations with discretion in the classroom, maintains confidentiality, and empathizes with students.
  - Promotes positive self-concept by providing opportunities for success for all students.
  - Provides opportunities for the student to assume responsibility, develop independence, and develop self discipline.
  - Treats students in a professional teacher-student manner.
  - Recognizes individuality and cultural diversity of students; addresses student needs in relation to individuality and diversity.
  - Contributes positively to an inclusive school community free from prejudice and intolerance.
  - Attends to the individual needs of all students by having knowledge of the psychological, social, biological, economic and family factors that significantly influence child development and learning.
  - Recognizes student difficulties that may require additional or psychological services, evaluations, consultations, or referrals and facilitates access to these services.
  - Supports and collaborates with other employees.
  - Communicates information regularly with parents.
  - Demonstrates empathy towards others and a sense of personal responsibility.
- Assumes professional responsibility.
  - Demonstrates a commitment to continuing professional growth.
  - Contributes to the school and district community beyond the classroom.
  - Demonstrates evidence of ethical behavior and sound judgment and serves as a positive role model in the school environment.
  - Knows and adheres to district policies, and state and federal laws.
- Other duties as assigned.

### **Required Qualifications:**

- Education consistent to fulfill Minnesota teacher licensure requirements.
- Current and valid Minnesota teaching license.
- Displays enjoyment and enthusiasm for teaching.
- Ability to inspire and to motivate students.
- Effective communication skills.
- Ability to operate a computer and necessary software.
- Ability to utilize technology in learning opportunities.

- Ability to maintain professional composure while dealing with a variety of personalities and situations.
- Adapts and responds appropriately to unexpected or adverse situations.
- Ability to handle stress appropriately.

**Additional Information:**

- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.
- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, crouching.