



CLASSIFICATION DESCRIPTION

TITLE: Teacher

<p><u>Title of Immediate Supervisor:</u> Principal</p>	<p><u>Department:</u> K-12 Operations</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Educational Assistant</p>		<p><u>Pay Grade Assignment:</u> Duluth Federation of Teachers, Local 692, A.F.T., Teachers' Salary Schedule</p>

<p>General Summary or Purpose Of Job:</p>
<p>Facilitates learning, academic achievement and personal development by providing instruction to children, adolescents and adults; develops and implements curriculum and lesson plans; utilizes technology to facilitate learning; understands the varying learning styles and the needs of a diverse student population.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Provides instruction in the core and age-appropriate curriculum. Assesses initial knowledge or skills. Makes appropriate use of instructional resources and technologies, including computer technology. Develops and implements instructional activities for students. Develops and copies instructional materials; and, orders instructional materials and supplies. Collaborates with other teachers, staff resources, and volunteers regarding instructional and program activities. Provides for remediation, when necessary. Revises teaching methodology to accommodate students. Maintains instructional equipment, as appropriate. Team teaches, when appropriate.	Daily 45%
2.	Evaluates student performance through examinations, homework assignments, and other methods; promotes student achievement, maintains the required student records; and, submits required reports, including report cards, to the principal or other school administrators. Assesses student's academic and behavioral needs. Determines student mastery of subjects. Facilitates District-wide testing of students.	Daily 15%



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3.	Implements the goals, objectives and standards of the District, the school, and the specific program or department. Follows a prescribed course of study as delineated in curriculum outlines and authorized by the building principal. Develops and updates curriculum. Develops and implements lesson plans.	Weekly 10%
4.	Maintains contact and communications with parents of students, and works with them in the development of each student. Schedules and holds parent conferences. Recruits students into classes and specialized programs. Enrolls students and maintains classroom databases on students.	Weekly 5%
5.	Regarding special needs students, determines the least restrictive environment, completes due process reports, and writes individual educational plans (I.E.P.'s). Coordinates the mainstreaming of special needs students. Utilizes community resources, including health care providers, regarding coordinating health care needs.	Weekly 5%
6.	Performs classroom management duties, enforces school rules governing the conduct of students, and takes appropriate disciplinary action regarding students not adhering to school rules. Ensures the safety of students. Maintains an appropriate classroom-learning environment, including displays.	Daily 5%
7.	Advises students. Supervises students involved in internships and community service projects. Secures training stations and employment for students. Advises students in District, State and national competitions. Fund raises for certain student activities	Daily 5%
8.	Participates in staff development and professional growth activities, as required and as requested. Participates in appropriate in-service activities or educational opportunities to maintain current teacher certifications. Mentors new teachers.	Monthly 5%
9.	Performs other related duties such as enforcing District and school guidelines regarding health and hygienic conditions and practices, as they may affect the physical and mental health of students; coordinates co-curricular and extracurricular school activities; participates in bus, lunch and playground duty assignments, as required; attends and participates in school planning and staff meetings, as required; serves on various school committees; monitors classroom and student budgets and accounts; provides information for grant-writing processes; develops, organizes and implements students' classroom and school performances, presentations and exhibits.	Daily 5%



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in education and an appropriate major or focus area, and student teaching; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

A current teaching license, with the appropriate certifications, issued by the Minnesota Department of Children, Families and Learning.

Knowledge Requirements:

Requires knowledge of:

- Core curriculum areas for which the teacher is responsible for instructing, including specialized knowledge in certain fields such as music, art, languages, and so forth, as appropriate.
- Educational philosophy, teaching methods and approaches, and currently researched best practices and strategies.
- Child development.
- Learning theory; students' learning styles and needs, both academic and affective; theories of multiple intelligences.
- Multicultural, gender and disability fair curriculum concepts.
- Classroom management techniques.
- Instructional technologies.
- Learner outcomes and the Minnesota Graduation Rule.
- Community resources.

Skill Requirements:

Skilled in:

- Classroom presentation.
- Classroom management and organization.
- Human relations, mediation, conflict management and interpersonal skills.
- Maintaining and developing reports.
- Ability to communicate effectively, both orally and in writing; excellent listening skills.
- Ability to plan and implement lesson plans based upon District and school goals, as well as the objectives, needs and abilities of students.
- Ability to provide appropriate instruction in core subjects.
- Ability to adapt teaching styles to diverse student populations,
- Ability and flexibility to interact effectively with students, parents, and other school staff, the administration, and community members of diverse ethnic/racial and socioeconomic backgrounds.
- Ability to evaluate student performance and to present these evaluations in a manner that



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- fosters higher student achievement.
- Ability to work in a cooperative learning environment.
 - Ability to multitask and be flexible.
 - Ability to utilize computer and multimedia technology, as appropriate.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms				√
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions, such as athletic fields or playgrounds; where fumes or airborne particles are present, such as kiln exhausts or chalk dust; and, where there may be a slight risk of electrical shock when operating multimedia or laboratory equipment.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.



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<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting