

LAKEVILLE AREA PUBLIC SCHOOLS POSITION DESCRIPTION

POSITION TITLE:	Secondary Teacher	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Secondary School	POSITION CLASSIFICATION:
TITLE OF IMMEDIATE SUPERVISOR:	Principal/Program Director	BARGAINING UNIT: EML

POSITION SUMMARY:

Classroom Teacher: The secondary classroom teacher’s primary responsibility is to assist all students in acquiring learning by responding to individual student assessment results and providing aligned learning to meet their needs. Conducting thorough planning and preparation, creating a positive, motivating classroom environment, providing high quality daily instruction, maintaining accurate records, communicating with other staff and families, and growing professionally are all essential aspects of a classroom teacher position. Completing the professional responsibilities of the teacher are ongoing requirements of this position. To create a flexible, inviting secondary classroom environment favorable to learning and social/emotional growth; to establish effective rapport with students; to motivate pupils to develop the skills, attitudes, and knowledge needed to provide a solid foundation for secondary education, in accordance with each pupil’s ability; to establish positive relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Communicates, collaborates, and cooperates with colleagues, supervisors, and students
2. Demonstrates knowledge of content and pedagogy
3. Demonstrates knowledge of students’ social and emotional needs
4. Selects instructional goals appropriate to the student needs
5. Demonstrates knowledge of a variety of instructional resources
6. Designs coherent instruction
7. Teaches the district-designed essential learnings
8. Collaborates with grade level teachers on when and where essential learnings should be taught
9. Documents when and where essential learnings are taught using district technology
10. Aligns assessments with instruction
11. Assesses student learning through a combination of formative and summative assessments
12. Assesses student learning with a variety of criterion-based and formative-based assessments
13. Collaborates with colleagues on assessment results and ways to improve student learning
14. Differentiates learning to meet the needs of individuals and groups of students
15. Collaborates with paraprofessionals to meet the needs of students
16. Collaborates with the PLCs to improve student achievement, implement essential learnings, analyze standardized test data, and develop effective instructional strategies
17. Collaborates with Special Education to meet the needs of special education students

18. Collaborates with ESL teachers to meet the needs of the ELL.
19. Collaborates with specialists (art, music, physical education, licensed school counselors, gifted, and media)
20. Monitors and adjusts teaching practices to have the greatest impact on student learning
21. Follows district grading practices and reports to parents/guardians on a regular basis
22. Creates a classroom environment of respect and rapport
23. Establishes a culture for learning by supporting the mission, beliefs and the strategic plan of the district
24. Manages classroom procedures effectively
25. Manages student behavior effectively to create a classroom atmosphere that is conducive to student learning and promotes self-esteem for all students
26. Uses positive reinforcement and appropriate interventions.
27. Manages the physical space effectively
28. Communicates expectations clearly and accurately
29. Uses a variety of questioning and discussion techniques
30. Engages all students in learning
31. Provides students timely, accurate, and specific feedback
32. Demonstrates flexibility and responsiveness with students, staff, and parents
33. Reflects on teaching and learning in his/her classroom making adjustments to improve learning for each student
34. Maintains accurate records
35. Communicates with families on a regular basis regarding the curriculum, student progress, behavioral expectations, and school activities
36. Informs parents of students progress as needed
37. Contributes to leadership of the building
38. Grows and develops professionally
39. Shows professionalism in encounters with staff, families, and community
40. Participates in building and district professional development
41. Participates in district's performance review process
42. Develops cultural proficiency
43. Follows principal/program director directions
44. Attends staff meetings
45. Other duties as assigned by the principal/program director

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Serves on building committees/task forces as directed
2. Follows district directives

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Requires Minnesota secondary education teacher license

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
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 and 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			

DATE: 6/2/10