

## **LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION**

**POSITION TITLE:** Online Elementary Teacher

**DEPARTMENT / BUILDING:** Lakeville Online Academy

**TITLE OF IMMEDIATE SUPERVISOR:** School Principal

**BARGAINING UNIT:** EML

**EXEMPT/NON-EXEMPT:** Exempt

**LOCATOR (HR use only):**

**POSITION SUMMARY:** Online Classroom Teacher: The online elementary 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 is an ongoing requirement of this position: create a flexible, inviting elementary grade classroom environment favorable to learning and social/emotional growth; establish effective rapport with students; motivate pupils to develop the skills, attitudes, and knowledge needed to provide a solid foundation for elementary grade education, in accordance with each pupil's ability; establish positive relationships with parents.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Facilitates meaningful instructional activities that actively engage students
2. Posts weekly announcements
3. Demonstrates knowledge of a variety of instructional resources
4. Designs coherent direct instruction and develops online tutorials for students
5. Assigns and grades learning activities for multiple grade levels
6. Supports students in their coursework
7. Provides one-on-one instruction and intervention for students
8. Consistently engages in culturally relevant practices
9. Timely communications with administration and support personnel on student issues
10. Teaches the district-designed essential learnings including schedule, curriculum and assessments
11. Provides timely, accurate and specific feedback on student work
12. Aligns assessments with instruction
13. Collaborates with Special Education, ESL and other specialists as needed
14. Maintains accurate and complete records of student progress and development including but not limited to, grades, emails, and phone calls
15. Maintains frequent communication with students and families
16. Holds consistent weekly office hours
17. Participates in building and district professional development

18. Meets professional obligations (i.e. grading deadlines, posting announcements, returning communications within 24 hours)
19. Assesses student learning through a combination of formative and summative assessments
20. Assesses student learning with a variety of criterion-based and formative-based assessments
21. Demonstrates knowledge of content and pedagogy
22. Establishes a culture for learning by supporting the mission, beliefs and the strategic plan of the district
23. Reflects on teaching and learning in his/her classroom making adjustments to improve learning for each student
24. Works towards continuous improvement
25. Shows professionalism in encounters with staff, families, and community
26. Participates in the district performance review process
27. Supports and proctors district and state mandated tests

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Reports to a designated district space daily
2. Participates in school-related functions (i.e. open house, conferences, training)
3. Participates in professional development
4. Other duties as assigned

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

1. Possesses strong oral and written communication skills
2. Experience working with diverse populations
3. Works collaboratively with others
4. Is self-motivated
5. Demonstrates a strong work ethic to achieve academic goals
6. Displays effective time management skills
7. Proficient in the use of basic technology tools
8. Valid Minnesota K-6 Elementary Education teaching license for the appropriate subject and grade level
9. Successful classroom experience
10. Successful experience online and/or in a blended environment is preferred, but not required

<b>Employee is required to:</b>	<b>Never</b>	<b>Occasionally 1-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 66-100%</b>
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, see and 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			
More than 100 pounds	X			

**DATE: 04/08/2025**