

# TEACHER



<b>Department:</b>	Special Education
<b>Reports To:</b>	Director of Special Education/Principal/ Administrator of Alternative Programs
<b>Group/FLSA Status:</b>	Certified Staff (CSA) / Exempt (Professional)
<b>Revised:</b>	1/05/2012

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Teacher is responsible for developing and delivering subject matter and skills that will contribute to student development and success as a responsible citizen.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Plans a program of study that meets the individual needs, interests, and abilities of the students and uses a variety of instructional techniques and media;
- Establishes clear objectives and communicates these objectives to students;
- Prepares for classes assigned and shows written evidence of preparation upon request of supervisor;
- Guides the learning process toward the achievement of Minnesota State Standards;
- Assesses the accomplishments of students on a regular basis, in a variety of ways, and maintains accurate records;
- Provides progress reports as required by law, district policy, and administrative regulation;
- Communicates with parents through conferences and other means to discuss student progress and to interpret the school program;
- Seeks assistance and makes referrals, on a regular basis, to district specialists when learning difficulties are suspected;
- Takes all necessary precautions to protect students, equipment, materials and facilities;
- Generally provides direction, training, and work assignments to paraprofessionals on a daily basis, if appropriate;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Teacher;
- Comprehensive knowledge of classroom management;
- Ability to maintain and enforce rules for classroom behavior;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's Degree.

## **LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Minnesota Teaching License from Department of Education;
- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education /Principal/Administrator of Alternative Programs;
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*