



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Building Principal provides a climate conducive learning and assist students to acquire information and skills which will contribute to their development as mature, able and responsible adults.

Job Title:	Teacher (all Levels)	Revised Date:	11-13-17
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Job Description: Provides instruction to district students in all areas of development.

- Instructional Planning:**
- Designs lesson plans in which she/he teaches to correct level of difficulty.
 - Uses district approved curriculum and learning goals.
 - Provides for individual differences.
 - Maintains a classroom web site to reflect instruction, schedules, etc.
- Instructional Interaction:**
- Teaches to a learning goal.
 - Monitors students’ learning and adjusts instruction accordingly.
 - Post learning goal and objectives in the classroom
- Instructional Evaluation:**
- Constructs/selects a variety of evaluation techniques appropriate to the objective.
 - Assesses performance of students on final objectives to determine mastery; makes referrals as needed.
 - Communicates effectively with parents and students regarding student achievement, behavior and attendance.
 - Maintains appropriate records and on line grading system.
 - Assists in curriculum writing and implementation.
 - Middle/High School teachers update online grade book weekly.
- Classroom Climate/Management:**
- Manages problems in accordance with building rules, school board policy, and legal requirements.
 - Has and communicates expectations for behavior which are appropriate for the development stages of students.
 - Assures proper use and care of facilities, equipment and supplies.
 - Establishes and maintains a positive environment conducive to learning.
 - Enforces safety rules and follows safety procedures
 - Organizational function – shares the responsibilities with other employees for supporting and promoting the educational goals of the district.
- Other:**
- Supervises students during assemblies.
 - Handles bookkeeping of incidental funds.
 - Supervises students in hallways.
 - Attends established building and committee meetings.
 - Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Teach	Employment Status:	Part-time to Full-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	D-6-2		
State Job Match Points:	373		

- Qualifications:**
- * Valid Minnesota Teaching License
 - * Ability to multi-task in fast-paced dynamic environment
 - * Excellent written and verbal skills
 - * Excellent interpersonal skills
 - * Math aptitude
 - * Excellent computer skills

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	Bachelor's Degree, Master's Degree		
Collective Bargaining Agreement – Teacher Union			
Approved By: Brad Sellner		Date Approved: 12/05/13	