

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 5/1/1985  
 LAST REVISION DATE 1/30/1986  
 BAND & GRADE C-5-2-13

POSITION TITLE Teacher

IMMEDIATE SUPERVISOR Building Supervisor

**Job Summary (Basic Purpose of Position)**

The Certified Teacher develops lesson plans, conducts classroom instruction, evaluates and assesses both instructional material and student performance. The incumbent meets with parents, interprets student progress, and informs parents about student strengths, weaknesses and/or programs.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p><b><u>INSTRUCTION</u></b></p> <p>1.01 Assess student needs.                      1.02 Teach instructional objectives in school district curriculum.                      1.03 Prescribes instructional techniques.                      1.04 Groups according to students' needs, interests and/or abilities.                      1.05 Keeps up to date in teaching field.                      1.06 Uses essential elements of instruction.                      1.07 Uses student evaluation processes.                      1.08 Creates teaching materials.                      1.09 Sets goals for students.                      1.10 Plans lessons.                      1.11 Programs for students with special needs in the classroom.                      1.12 Keeps records of student progress.                      1.13 Supervision of university students during field experience.                      1.14 Utilization of teacher aides and volunteers. Conducts planning for aides and volunteers.                      1.15 Models professional code of ethics.                      1.16 Uses instructional time effectively and efficiently.                      1.17 Uses effective management techniques.</p>	<p>C-5 C-5 C-5 C-5 C D C-5 C-5 C-5 B C-5 A-1 C-5 A-1 C-5 C-5</p>			<p><b><u>Knowledge of:</u></b></p> <p>1. Educational assessment procedures.                      2. Subject matter.                      3. Learning styles (auditory, visual, kinesthetic).                      4. Ability, interest and need grouping.                      5. Educational technology.                      6. Research related to time on task.                      7. Lecture.                      8. Small group instruction.                      9. Large group instruction.                      10. Tutoring.                      11. Peer teaching.                      12. Laboratory work.                      13. Basal methods.                      14. Educational psychology.                      15. Motivation.                      16. Transfer.                      17. Retention.                      18. Lesson design.                      19. Test construction.</p>	<p>1.01 Education assessment procedures can be demonstrated.                      1.02 Evidence exists that instructional objectives have been taught and that district tests have been administered and data collected.                      1.03 Student's learning style can be described.                      1.04 Grouping techniques are justified in the classroom.                      1.05 Advances in teaching field can be discussed in detail.                      1.06 Uses the elements of instruction in teaching.                      1.07 Demonstrates testing procedures that best indicate student learning. Utilizes test data to improve instruction.                      1.08 Evidence exists that created teaching materials are utilized in the classroom.                      1.09 Evidence that a goal setting process is in use in the classroom.                      1.10 Evidence of lesson planning exists.                      1.11 Needs for special students are addressed in the classroom.</p>

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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1.18 Utilization of technology in the classroom. 1.19 Other duties as assigned.	C-5			20. Goal setting process. 21. Relationship between students. 22. Progress and setting goals. 23. Exceptional needs: a. Handicapping conditions. b. Disadvantaged conditions. c. Giftedness. d. Medical conditions. e. Emotional disorders 24. District and/or state mandated record-keeping procedures. 25. Content of district student teacher manual. 26. Team teaching concept. 27. Decision making theory. 28. Organization of time and resources.	1.12 Evidence exists that records of student progress are kept in an accurate and timely manner. 1.13 Evidence exists that students were supervised in accordance with district and/or university guidelines. 1.14 Demonstrates that teacher aides and volunteers are being used effectively. Evidence exists that planning activities for aides and volunteers was conducted. 1.15 Models the NEA code of ethics in dealing with students and parents or guardians. 1.16 Schedules instructional time effectively and efficiently. 1.17 Demonstrates effective classroom management techniques. 1.18 Demonstrates the effective use of technology in the classroom. 1.19 Teacher will perform other assigned instructional duties which relate to teaching field.
<p><b><u>MANAGEMENT/ORGANIZATION</u></b></p> 2.01 When called upon, serves on school or district committees. 2.02 Follows school policies, state statutes and state department regulations. 2.03 Complete required reports. 2.04 Create and maintain a safe environment. 2.05 Other duties as assigned.	B			29. School district policies, state statutes and state regulations as they apply to classroom teachers.	2.01 Evidence exists that, when called upon, committee service was performed to satisfaction of chairperson.
	B-2			30. Safety rules appropriate to environment and equipment. OSHA state and safety codes.	2.02 Is in compliance with all school district policies, state statutes and state department rules and regulations.
	A-1			31. District reporting procedures.	2.03 Required forms and reports are submitted within guidelines established.
				32. Conference techniques.	2.04 Evidence exists that safety rules were enforced. Classroom is in compliance with OSHA, state and local safety codes.
				33. Assessment instruments.	
				34. Feedback techniques.	
				35. Observation surveys.	
				36. Disciplinary techniques.	

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<p><b>COMMUNICATION</b>                      3.01 Writes &amp; speaks to appropriate publics.                      3.02 Utilize community resources in the classroom.                      3.03 Reports to parents.                      3.04 Confer with parents.                      3.05 Confers with and advises students.                      3.06 Confers with other staff members.                      3.07 Other duties as assigned.</p>	<p>A-1 A-1 A-1 C C-5 A-1</p>			<p>37. School and district disciplinary procedures.                      38. Teacher code of ethics.</p> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Plan, communicate, build consensus and relate effectively with others.</li> <li>2. Group processes &amp; activities.</li> <li>3. Maintain recordkeeping.</li> <li>4. Read, write, spell and speak effectively using standard English.</li> <li>5. Relate to students with various problems and concerns.</li> <li>6. Listen reflectively.</li> </ol>	<p>3.01 Demonstrates knowledge of basic skills and written work.                      3.02 Evidence exists that community resources have been utilized in the classroom.                      3.03 Evidence exists that state, district and building reporting procedures were followed.                      3.04 Evidence of communication with parents. Attend and participate in parent-teacher conferences.                      3.05 Appropriate conferencing techniques were employed. No evidence exists that confidentiality was violated.                      3.06 Evidence of communication with other staff members.                      3.07 Teacher will perform other assigned duties which relate to the teaching field.</p>
<p><b>SCHOOL CLIMATE</b>                      4.01 Works to create and effective school and classroom climate.                      4.02 Other duties as assigned.</p>	<p>B B</p>				<p>4.01 Evidence exists that an attempt was made to improve school climate. Evidence exists that appropriate school climate techniques and procedures were employed. Evidence that the teacher is in compliance with school and district disciplinary procedures.                      4.02 Teacher will perform other assigned duties that relate to the teaching field.</p>

REGULAR ROUTINE DUTIES  
List of Things to Accomplish in Major Job  
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BAND/  
GRADE

% OF  
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KNOWLEDGE, ABILITIES  
What You Have to Know  
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PERFORMANCE STANDARDS  
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