



Rockford Area Schools Job Description

Elementary Teacher

General Definition of Work

Performs intermediate professional work providing a broad range of teaching services or specific learning programs; assists students develop skills, attitudes and the knowledge needed for a foundation for future learning, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Develops lesson plans and instructional materials providing effective teaching strategies adhering to District and State of Minnesota standards.

Translates lesson plans into learning experiences in a classroom environment conducive to learning by employing a variety to appropriate teaching strategies.

Creates a classroom environment that responds to the needs of individual learners.

Evaluates accomplishments of students on a regular basis using multiple assessment methods; provides progress and interim reports for feedback; communicates with parents through conferences, phone calls, email and website.

Attends District, parent and individual student meetings as required; serves on school committees; collaborates with support staff to meet the needs of individual students.

Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of school curriculum.

Recognizes learning problems and makes referrals when appropriate.

Adheres to health and safety policies; develops reasonable rules of classroom behavior; shares responsibility during the day for supervision of students in areas of the school.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to articulate oral presentations and written reports; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at



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normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Teaching License.