

**SOUTH WASHINGTON COUNTY SCHOOLS**  
**Independent School District 833**  
**Job Description**

---

**JOB TITLE:** Elementary Teacher

**EMPLOYEE GROUP:** Teachers

**DEPARTMENT:** Elementary

**REPORTS TO:** Building Principal

**DATE WRITTEN:** 3/1/13

**WORK YEAR:** Per Contract

**STATUS:** ☒ Exempt ☐ Non-Exempt  
Non-exempt employees receive overtime pay; exempt do not.

---

**POSITION SUMMARY:**

Develop the student's fullest acquisition of knowledge, skills, concepts, and attitudes.

**PRIMARY JOB FUNCTIONS:**

1. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
2. Instruct students individually and in groups, using various teaching methods. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
3. Observe and evaluate students' performance, behavior, social development, and physical health.
4. Create a positive environment to ensure successful learning for all students.
5. Meet with parents and guardians to discuss their children's progress, and to determine priorities for their children's social, emotional and academic growth.
6. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic concerns.
7. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
8. Guide and counsel students with adjustment and/or academic issues or special academic interests.
9. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
10. Meet with other professionals to discuss individual students' needs and progress.
11. Administer standardized, formative and state mandated assessments and interpret results to determine student strengths and areas of need.
12. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
13. Understand and maintain boundaries and confidentiality with students, families and staff.
14. Other duties as assigned

**JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):**

**Required:**

1. Appropriate Minnesota teaching licensure for subject area and level taught.
2. Effective oral and written expression.
3. Demonstrated collaboration and relationship building skills.
4. Strong communication skills verbally, orally and written
5. Prompt, regular and reliable attendance.
6. Ability to perform routine computer functions, including the use of email and Microsoft Word.
7. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
8. Demonstrates an appreciation of diversity in all interactions and job functions.

## PHYSICAL DEMANDS & WORKING ENVIRONMENT

The physical demands and working environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-32%) F=Frequently (33-65%) Consistently (66-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Exposure to Environmental Conditions</b>		Up to 100 pounds	N
Standing	F	Exposure to blood borne pathogens	O	More than 100 pounds	N
Walking	F	Blood, body fluid	O	<b>Noise Levels</b>	
Sitting	O	Toxic chemicals	N	Quiet (i.e. library, private office)	O
Talking in person/on the phone	C	Moving parts	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F
Pushing/Pulling	O	Electrical shock risk	N	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O
Hearing	C	Explosives	N	Very loud noise (i.e. jack hammer, front row rock concert)	N
Feeling, grasping, finger dexterity	O	Fumes	N	<b>Vision</b>	
Climbing, balancing	O	Extreme cold (non-weather)	N	Sight	C
Stooping (bend at waist)	O	Extreme heat (non-weather)	N	Vision for close work/ability to adjust focus	O
Crouching, crawling, kneeling, squatting	O	Varying weather conditions	O	Looking at computer monitor	O
Stretching/reaching with hands and arms	N	<b>Lifting/Carrying</b>		Color vision (identify & distinguish colors)	N
Distinguishing smell	N	Up to 10 pounds	O	Peripheral, depth perception	N
Distinguishing temperature	N	Up to 40 pounds	N		
Traveling by automobile	O	Up to 75 pounds	N		

Approved By: Human Resources Date: March 1, 2013