

St. Michael –Albertville Public Schools
JOB DESCRIPTION

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Teacher	Assigned School	Principal
<p>JOB SUMMARY:</p> <p>Responsible for preparing lessons, instructing students with a wide range of abilities, assessing student learning, collecting and analyzing student data to plan instruction, creating an engaging and respectful classroom environment, communicating with students, parent and multiple stakeholders, maintaining accurate records, supervising students, participating in school improvement initiatives and learning professionally</p>		
<p>QUALIFICATIONS:</p> <p>Bachelor’s degree in education and required teaching certificate in related area(s) of instruction as required by the State of Minnesota, specific content knowledge, training or job experience required before appointment, and successful student teaching.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

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| 1 | Instruct students by teaching the district curriculum, using district approved materials, integrating informational and technological resources, utilizing multiple individual, flexible group and large group instructional strategies, and collecting and analyzing student data to design instruction | 60% |
| 2 | Plan daily and long term instructional lesson based upon research and best practice instructional strategies, the district approved curriculum, analysis of student assessment data, effective use of technology and required accommodations and modifications for individual students with IEP, 504 or other learning plans. | 15% |
| 3 | Establish and maintain safe, respectful and responsive classrooms for a productive learning environment recognizing the impact of cultural diversity on teaching and learning. | 4% |
| 4 | Perform supervisory duties as assigned including hall, study hall, detention, bus, lunchroom and team duty. | 4% |
| 5 | Collaborate with teachers and support staff to problem solve students academic and behavioral needs using student academic and behavior data | 4% |

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6	Communicate positively with students and families regarding students' academic progress through parent-teacher conferences, telephone calls, email and other meetings as necessary; schedule and attend parent-teacher conferences	3%
7	Maintain appropriate grade, assessment and other students records and follow established building procedures regarding the grading process, access to student records and FERPA and administration and use of student assessment information	2%
8	Participate in building and district sponsored professional development initiatives and other professional training opportunities as directed by supervisor; maintain course curriculum maps in a timely manner	2%
9	Collaborate with teachers and administrators to improve student achievement through job-embedded learning communities, team and department meetings, curriculum development initiatives, technology based strategies, and other strategies	2%
10	Communicate with parents on their child's education program and other school sponsored activities through newsletters, web pages and other informational technology	2%
11	Participate in district and building meetings and committees as requested by the principal.	1%
12	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE