

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Classroom Teacher

Department: Teaching & Learning

Reports To: Building Principal

Date: July 2026

Approval: Director of Human Resources

Exempt Status: Exempt

Unit: Faculty

Employment Status: Varies

JOB SUMMARY: The classroom teacher is responsible for the planning, instruction, and assessment of students in a classroom and, when applicable, authorized to grant students credit for meeting standards attributed to the content taught, or is part of a co-teaching assignment and has shared responsibility for planning, instruction, and assessment of students in a classroom. The teacher assists all students in acquiring learning by responding to individual student assessment results and providing aligned learning to meet their needs. The teacher is responsible for conducting thorough lesson planning and course preparation, creating a positive, motivating classroom environment, providing high quality daily instruction, maintaining accurate records, communicating with other staff and families, and growing professionally are all essential aspects of a classroom teacher position. Completing the professional responsibilities of a teacher of record are ongoing requirements of this position, including: to create a flexible, inviting classroom environment favorable to learning and social/emotional growth; to establish effective rapport with students; to motivate pupils to develop the skills, attitudes, and knowledge needed to provide a solid foundation for education, in accordance with each pupil's ability; to establish positive relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

75% - Classroom Instruction, Planning, Behavior Management, and Student Support

- A. Demonstrates knowledge of content pedagogy.
- B. Demonstrates knowledge of students' social and emotional needs.
- C. Selects instructional goals appropriate to students' needs.
- D. Demonstrates knowledge of a variety of instructional resources and strategies.
- E. Designs coherent instruction and memorializes these designs in documented course plans and individual lesson plans.
- F. Monitors and adjusts teaching practices to have the greatest impact on student learning.
- G. Teaches state required standards and district identified essential learnings.
- H. Differentiates learning to meet the needs of individuals and groups of students.
- I. Collaborates with colleagues on assessment results and ways to improve student learning.
- J. Collaborates with PLCs (grade level and content area colleagues) to improve student achievement, implement standards, analyze assessment data, and develop effective instructional strategies.
- K. Collaborates with Special Education to meet the needs of special education students.
- L. Collaborates with EL teachers to meet the needs of English Language learners.
- M. Collaborates with specialists as needed to provide interdisciplinary experiences for students (art, music, PE, counselors, social workers, gifted and talented, media, others).
- N. Creates a classroom environment of respect and rapport.
- O. Establishes a culture of learning by supporting the mission, beliefs and strategic plan of the district.
- P. Manages classroom procedures effectively.

- Q. Manages student behavior effectively to create a rapport with students that is conducive to student learning and promotes self-esteem for all students.
- R. Uses positive reinforcement and appropriate interventions.
- S. Manages the physical space effectively.
- T. Engages all students in learning.
- U. Implements instruction which demonstrates cultural proficiency.
- V. Use technology to engage students and families.
- W. Provides written sub plans to short-call substitute teachers when using paid leave provided by the District.
- X. Completes building-specific substitute planning as determined by the appropriate supervisor(s).

15% - Communications, Record Keeping, and Reporting

- A. Communicates expectations for student behavior and learning clearly and accurately.
- B. Uses a variety of questioning and discussion techniques routinely in instruction.
- C. Aligns assessments of student learning with instruction.
- D. Assesses student learning through a variety of criterion-based, formative and summative assessments.
- E. Provides timely, accurate, and specific feedback.
- F. Demonstrates flexibility and responsiveness to students, staff, supervisors, and parents.
- G. Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- H. Collaborates with other teachers on curriculum maps and placement of standards.
- I. Documents where and when standards are taught.
- J. Follows district grading practices and reports to parents/guardians on a regular basis.
- K. Maintains accurate records.
- L. Informs parents of student progress as needed.
- M. Communicates with families on a regular basis.
- N. Shows professionalism in all encounters with staff, administration, students, families, and community.
- O. Supports school and classroom safety by following all applicable statutes, rules, policies, and procedures in order to establish and maintain a healthy learning environment.

10% - Professional Development

- A. Routinely reflects on teaching and learning in their classroom, making adjustments to improve learning for all students.
- B. Contributes to leadership of the building.
- C. Grows and develops professionally.
- D. Participates in building and district professional development.
- E. Participates in the district's performance review process.
- F. Develops personal cultural proficiency.
- G. Adheres to directives provided by the appropriate supervisor(s).
- H. Attends all staff meetings unless provided leave by the appropriate supervisor(s).
- I. Serves on building and district committees as directed.

Perform other duties as assigned.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education and Certification Requirements:

- **Required:** Bachelor's Degree in the field of education.
- **Required:** Teaching license issued by the Minnesota Department of Education.

- **Required:** Valid Minnesota driver's license.

Experience:

- **Preferred:** Experience working with bilingual or migrant students and families.
- **Preferred:** Experience working with small groups of students and/or interventions
- **Preferred:** Experience with sheltered instruction or other language acquisition programs.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, and facsimile.
- Proficiency or ability to learn various software applications.

Essential Skills Required to Perform the Work:

- Effective decision-making skills while acting within the district policies, procedures, and guidelines.
- Ability to work with a variety of styles and personalities.
- Ability to use discretion and exercise sound judgment.
- Knowledge and understanding of district and board policies.
- Ability to demonstrate professionalism and ethical practices.
- Knowledgeable about best practices in curriculum and instruction as well as emerging practices.
- Strong leadership and time management skills.
- Ability to manage multiple projects simultaneously.
- Ability to project a positive, cooperative, and respectful attitude with students, parents, administration, employees, and community members.
- Ability to communicate effectively, both verbally and in writing, with students, parents, teachers, administrators, community, and staff.
- Proficiency regarding use of productivity software, financial systems, and modern office equipment.
- Ability to plan and present to large and small groups.
- Ability to analyze, interpret, compare, and present data using a wide range of mediums.
- Collaborate with others to improve professional practice and student achievement.
- Care for district resources, equipment, and materials assigned to them and report concerns regarding facility and equipment to the appropriate supervisor(s).
- Be knowledgeable of and adhere to all procedures and practices prescribed in the Employee, Student, and/or Parent Handbooks.
- Understand and practice School Board policies and adhere to federal and state laws that apply to his/her job assignment.
- Ability to exercise confidentiality in handling staff, students, family, and district information.
- Experience working with diverse students and families, including experience/training with CLR (Culturally Linguistically Responsive) methods.

Supervision of Other Employees:

- Oversight, work direction and training of paraprofessionals required in some instances.
- Coordination and oversight of school volunteers required in some instances.

Physical Job Requirements:

- Position involves listening, speaking clearly, and visual acuity.
- Position involves frequent sitting, standing, walking, and occasional stairs.

- Position involves occasional bending and stooping.
- Position involves occasional lifting and moving up to 25 pounds.
- Position requires regular periods of sitting.

Mental Job Requirements:

- Involves handling multiple tasks at once, responding to numerous requests for information, dealing with interruptions, prioritizing tasks, and setting priorities.
- Ability to deal with defensive and/or defiant individuals.
- Requires strong problem solving and conflict resolution skills.
- Involves learning quickly and adapting to change.
- Involves meeting student needs while exhibiting patience.
- Must maintain mental and visual attention throughout the workday.
- Involves making and maintaining effective working relationships with a wide variety of constituents.
- Ability to work in a team environment.

Working Conditions:

- Exposure to students and many adult staff.
- Exposure to physical injury from students from time to time.
- Exposure to emotional outbursts from students from time to time.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit		X	X	
Use of hands dexterously		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch/crawl		X		
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically lift or carry:				
• Up to 10 pounds				X
• Up to 25 pounds		X		
• Up to 50 pounds		X		
• Up to 75 pounds	X			
• Up to 100 pounds	X			

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.