



**THE HARVEST NETWORK OF SCHOOLS**  
Harvest Preparatory School/Best Academy/Mastery School

**Elementary Teacher**

**Position Reports to: School Principal**

**Position Description:**

To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education in accordance with each student's ability; to establish good relationships with parents and other staff members.

**Duties and Responsibilities:**

- Teaching reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
- Instructs students in citizenship and basic subject matter.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems. J.

Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

- Maintains professional competence through in-service education activities provided by professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
- Selects and requisitions books and instructional aids; maintains required inventory records.
- Supervises students in out-of-classroom activities during the school day.
- Administers group standardized tests in accordance with state testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of student activities.

**Qualifications:**

- Bachelor's degree of related subject from accredited university
- Minnesota teaching License.
- Experience is preferred but not necessary for hiring.

**Salary:**

Based on license and years of experience according to MPS steps and lanes.