

JOB POSTING #167

Mar Lee School

Position: Temporary Full Time Title I Teacher (.84 FTE)/6th-8th Teacher (.16 FTE)

Date Posted 12/7/2018. Please submit a letter of interest, resume, and a list of three references to the Superintendent Chad M. Holt via email holtc@mar-lee.org or in person by 4 P.M. on the day the posting ends. This posting will be removed on 12/14/2018.

This is an **EXTERNAL** posting for the remainder of the 2018-2019 school year only. This position ends on June 7, 2019.

General Description of Position:

Knowledge of child development and especially of characteristics of academically at-risk children in the age group assigned.

Knowledge of the prescribed curriculum.

Knowledge of current educational research relating to instructional intervention with academically at-risk children.

Basic understanding and knowledge of current technology.

Knowledge of learning styles and skill in using varied teaching methods to address student learning styles.

Skill in oral and written communication with students, parents and others.

Ability to plan and implement activities for maximum effectiveness.

Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.

Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.

Ability to work effectively with peers, administrators and others.

Knowledge of laws, policies and procedures relating to the Title I program

Essential Duties and Responsibilities:

- Define goals and objectives for unit and daily plans.
- Sequence content and activities appropriately.
- Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- Revise plans based on student needs.
- Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
- Develop or select instructional activities which foster active involvement of students in the learning process.
- Plan and prepare lessons and instructional strategies which support the school improvement plan and the system mission.
- Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.

- Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
- Maintain academic focus by using a variety of motivational techniques.
- Establish and use behavior management techniques which are appropriate and effective.
- Establish routines and procedures and work with students on consistently following them.
- Create a learning climate that is challenging, yet non-threatening.
- Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- Establish appropriate testing environment and ensure test security.
- Establish and maintain effective and efficient record keeping procedures.
- Manage time effectively.
- Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- Manage materials and equipment effectively.
- Organize materials for efficient distribution and collection.
- Instruct and supervise the work of volunteers and aides when assigned.
- Assist in enforcement of school rules, administrative regulations and Board policy. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
- Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
- Encourage self-assessment by students and assist them in developing plans for improving their performance.
- Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
- Evaluate the effectiveness of instructional units and teaching strategies.
- Demonstrate knowledge and understanding of curriculum content.
- Communicate high learning expectations for all students.
- Apply principles of learning and effective teaching in instructional delivery.
- Monitor learning activities, providing feedback and reinforcement to students.
- Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- Use appropriate materials, technology and resources to help meet learning needs of all students.

Desired Qualifications:

- Bachelor's degree from an accredited educational institution.
- Certified by the State of Michigan in the appropriate area.
- Must meet NCLB Highly Qualified requirements.
- Knowledge of child development and especially of characteristics of academically at-risk children in the age group assigned.
- Knowledge of the prescribed curriculum.
- Knowledge of current educational research relating to instructional intervention with academically at-risk children.
- Basic understanding and knowledge of current technology.
- Knowledge of learning styles and skill in using varied teaching methods to address student learning styles.
- Skill in oral and written communication with students, parents and others.
- Ability to plan and implement activities for maximum effectiveness.
- Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
- Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
- Ability to work effectively with peers, administrators and others.
- Knowledge of laws, policies and procedures relating to the Title I program

Salary: Based on current MLEA bargaining agreement

Term of employment: This is a full time position for the remainder of the 2018-2019 school year. This position ends on June 7, 2019.

Reports to: Superintendent

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.