



Strong Schools, Stronger Communities

#43

INTERNAL/EXTERNAL

Position: Elementary Teacher-6th Grade

Classification: MCTEA

Terms: 189 days/year with full benefit package

Salary: Commensurate with credentials and level of experience and in accordance with MPS Salary Schedules.

Posted: August 31, 2018

Closing Date: Post until filled

Muskegon Public Schools anticipates an open position for a 6th Grade Teacher at Lakeside Elementary.

Education:

- Bachelor's degree or higher
- Valid Michigan teaching certificate
- Must meet Highly Qualified requirements

Responsibilities:

- See attached job description

Applicants:

Please apply through our online application system, AppliTrack.

Website: www.muskegonpublicschools.org

Click Quick Link -Careers and submit an application.

Please follow directions carefully and review your application for accuracy.

*Muskegon City Teachers' Education Association (MCTEA) members submit as INTERNAL applicants.

Be sure to include the following:

- A cover letter stating your interest.
- A current resume listing experience, qualifications plus other relevant information.
- A current transcript and/or a copy of your teaching certificate

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

MUSKEGON PUBLIC SCHOOLS
Job Description

POSITION TITLE:	Elementary Classroom Teacher
CLASSIFICATION:	Per MCTEA Master Agreement
DEPARTMENT:	Office of Instructional Services
RESPONSIBLE TO:	Building principals, Director of Curriculum and Instruction or Designee

GENERAL JOB FUNCTION: 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 upper elementary grade education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Teaches reading, language arts, social studies, mathematics, science, and health to students in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. 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.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates students academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identifies students needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Selects and requisitions books and instructional aids; maintains required inventory records.
12. Supervises students in and out-of-classroom activities during the assigned working day.
13. Administers group standardized tests in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of student activities.

2Job Description
Elementary Classroom Teacher
QUALIFICATIONS

1. Must have the ability to create a flexible classroom program, and a class environment favorable to learning and personal growth.
2. Must have the ability to provide the knowledge needed for intelligent consumption of the subject matter.
3. Must be able to establish effective rapport with students and good relationships with parents and other staff members.

EDUCATION REQUIREMENTS:

1. Bachelor's degree or higher.
2. Must possess a valid Michigan Elementary Teaching Certificate.

APPROVED BY:

Jennifer Hammond
Director of Academic Services

August 6, 2018

Justin Jennings
Superintendent

August 6, 2018