

# Baldwin Community Schools



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*"Preparing Students for the Promise of Tomorrow"*

## BALDWIN COMMUNITY SCHOOLS JOB POSTING

### ELEMENTARY TEACHER

#### JOB POSTING

**JOB TITLE:** 3rd Grade Elementary Teacher

**REPORTS TO:** Elementary Principal

**JOB FUNCTION:** We are looking for a committed Teacher to complement our qualified workforce of educators. You will be responsible for preparing and implementing a full educational teaching plan according to the school's requirements. It will be fundamental to provide knowledge and instruction to students while also helping them develop their personalities and skills. The ideal candidate will be passionate for the job with an ability to reach out to students and create a relationship of mutual trust. They will know how to organize a class and make learning an easy and meaningful process. The goal is to help cultivate the students' interest in education and be their dedicated ally in the entire process of learning and development.

**DISTRICT DESCRIPTION:** Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. Baldwin features a diverse population and offers many unique opportunities including an alternative calendar and a commitment to students that is second to none. The school district's vision is "Preparing Students for the Promise of Tomorrow." Baldwin Community Schools strives to enrich the lives of all of its students on a daily basis. Baldwin features low class sizes, social and emotional support for students, and many other facets that schools our size usually do not offer.

#### DUTIES AND EXPECTATIONS:

##### Duties —

1. Plans a program of study that strives to meet individual needs of students, as well as develop their interests, abilities and citizenship.



2. Maintains a classroom environment that is conducive to learning, with good standards of behavior appropriate to the maturity of the students and utilizes all available time for teaching and learning.
3. Guides the learning process of students toward the achievement of the approved curriculum goals, thereby establishing clear objectives of all lessons, units, and projects and using a variety of instructional (Best Practice) strategies.
4. Employs instructional methods and materials that are appropriate for meeting Michigan standards and curriculum objectives and ensuring the academic growth of all students.
5. Assesses the accomplishment of students on a regular basis and provides progress reports (as required) to parents, students, and appropriate staff members (e.g., principals).
6. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems or strengths.
7. Communicates with colleagues, students, and parents on a regular basis, presents information accurately and clearly, and addresses questions as they arise.
8. Maintains professional competence through in-service education activities provided by professional growth activities.
9. Supervises students in “out-of-classroom” activities during the school day.

**This individual —**

1. Assists the administration in implementing all school district policies and/or administrative regulations governing student life and conduct.
2. Follows the guidelines and responsibilities for the appropriate educational level as outlined in the Handbook (if available).
3. Continually improves his/her professional competency.
4. Attends staff meetings, participates in faculty committees and the sponsorships of student activities during and outside of the school day.
5. Maintains professional appearance and presents a positive role model that supports the mission of the district.
6. Complies with all school district policies approved by the Board of Education.
7. Monitors student attendance, grades, assessments and classroom instructional supplies and equipment by keeping accurate, up-to-date records.
8. Differentiates through lessons that reflect accommodations for individual student differences.



9. Conducts regular formative assessment of student learning and uses results for instruction.
10. Uses technologies in the teaching/learning process.
11. Assists students in analyzing and improving methods and habits of study.
12. Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.
13. Directs assistant teachers, student teachers, paraprofessionals, volunteers, and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
14. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

### **Essential Competencies —**

- Bachelors degree in the appropriate field
- Valid State teaching certification
- The ability and desire to work on multiple projects with multiple deadlines in an efficient, accurate manner.
- The skill to research effectively, including the use of the Internet for research, knowledge of Google Applications, MicroSoft Word/Office, PowerSchool, SWIS, and other educational software and programming.
- The willingness to make sound educational decisions within given parameters.

Please send **ONE PDF** file that contains a cover letter, resumé, three letters of reference, and all appropriate credential information to [jobs@bcsdmi.com](mailto:jobs@bcsdmi.com). The position will remain open until it is filled. Any questions can be directed to Mr. David Forrester, Superintendent, at 231-745-4791.