

JOB POSTING
Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618



Title: Potential Jr./Sr. High School Teacher 2024-2025 School Year (All Content Areas Considered)

Reports To: Building Administrator

Location: Jr./Sr. High Building

Date: 2.1.2024

Closing Date: Until Filled

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONSIDER APPLYING IF:

- *You are a fully certified general education teacher*
- *You have 60 college credits and are interested in completing your college credits a teaching career*
- *You are a college student who will soon be ready to student teach*
- *You have 60 college credits and are interested in a long-term substitute through our Willsub, non-contract position*
- *You are a retiree interested in working for a short time back in the classroom*

There may be grants available to help pay for courses for those returning to school

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Regular and predictable attendance
- Incorporate State content expectations in all lessons
- Application of instructional best practices in education and specific content area
- Use available technology in day-to-day presentation of lessons
- Control of classroom through the use of classroom management best practices
- Take an active role in District and school initiatives
- Use data to drive instruction
- Assess students and analyze needs and progress
- Maintain accurate and complete records as required
- Help maintain instructional area, supplies, equipment and facilities
- Participate in special instructional activities to meet program and student goals
- Maintain confidentiality
- Develop and initiate student-centered learning activities, engage students in cooperative learning and project-based activities
- Use and adapt instructional intervention strategies to meet individual learning styles and needs
- Maintain professional competence via conferences, mentoring, involvement in professional organizations, continuing coursework, etc.
- May participate in extracurricular activities such as coaching, clubs, enrichment/ tutoring activities

EDUCATION AND/OR EXPERIENCE:

- Must meet the definition of Highly Qualified as defined by the No Child Left Behind Act
- Must possess a valid Michigan Department of Education Teaching Certificate with appropriate endorsements

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is occasionally required to remain in a stationary position. The employee will be frequently moving around a classroom delivering instruction and will also be occasionally moving about the building to work with other colleagues. Frequently operates a computer and other technology in the classroom. The person in this position constantly communicates with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and occasionally with the public. This employee is directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT: Compensation, length of the work day and number of work days is based on the CEA collective bargaining agreement and pro-rated to part time.

EVALUATION: Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

Apply in person or by mailing or e-mailing the following:

Cover letter, resume with professional references, copy of certificates, transcripts and any additional information to: Coleman Community Schools, Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI 48618 kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.



Jennifer McCormack, Superintendent

Jobpostingpotentialjrshighschoolteacher2.1.2024

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EMPLOYER**

For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:

Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll/Benefits Specialist:	Administrative Assistant: