



ATHENS AREA SCHOOLS

JOB POSTING

TITLE: Grade Three Elementary Teacher
BUILDING: East Leroy Elementary
HOURS: Hours and condition as per contract
(Number of hours dependent upon enrollment)

Position available for the 2019-2020 school year.

Description: See attached job description.

For detailed job requirements, please contact Elementary Principal, Marvin Taylor at 269.729.5419, ext. 325.

Letters of intent should be sent to:

Marvin O. Taylor, Principal
East Leroy Elementary School
4320 K Drive S.
East Leroy, MI 49051

Email: taylor@m@athensk12.org
Telephone: 269.729.5419, ext. 325

DEADLINE: Until filled.

Posted: June 4, 2019



Athens Area Schools

4320 K Drive South, East Leroy, MI 49051

(269) 729-5427 — www.athensk12.org

[EAST LEROY ELEMENTARY 269-729-5419](tel:269-729-5419)

June 4, 2019

POSITION: Grade Three Elementary Teacher
LOCATION: East Leroy Elementary School
REPORTS TO: Building Principal

GENERAL DESCRIPTION:

Assess, plan and implement gross/fine motor skills instruction for students. Plan and teach physical activities to students with various abilities. Supervise and monitor students at lunch and recess. Create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to further their education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members. Other duties as assigned.

QUALIFICATIONS:

- Must possess current Michigan Elementary Teaching Certificate with Elementary K-5 all subjects endorsement.
- Elementary teaching experience preferred.
- Display a strong knowledge of child development.
- Possess the ability to communicate effectively with community stakeholder groups.
- Possess a Bachelor's level degree in Elementary Education from an accredited institution.
- Demonstrate strong organizational skills.
- Possess strong classroom management skills.
- Display a strong knowledge of elementary common core Math and ELA standards.
- Possess ability and willingness to plan and implement instruction with grade-level teams.
- Possess the ability to interpret data and plan interventions accordingly.
- Be able to describe and implement differentiated instruction practices and strategies.

PERFORMANCE RESPONSIBILITIES:

- Teach and implement district-approved curriculum.
- Evaluate student performance using both formal and informal assessment activities.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Plan and direct instruction, engaging students and increasing academic achievement.
- Maintain a secure and orderly classroom environment which is conducive to academic pursuits.
- Prepare and maintain lesson plans.
- Assist with planning curriculum, lessons and teaching methods, and maintain documentation of student performance.



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- Leverage student management system for effective tracking and documentation of student performance.
- Translate lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, including appropriate data such as Fountas & Pinnell, DIBELS Next, AR and STAR Reading, etc.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans (IEP).
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of para-pros, parents, and volunteers in the classroom and on field trips.
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
- Establish and maintain appropriate records and reports including, but not limited to lesson plans, behavioral data, and student progress on IEP goals.
- Conduct parent/teacher conferences.
- Using a growth mindset, seek out and participate in professional development opportunities.
- Maintain regular and consistent attendance and punctuality.
- Maintain a professional personal appearance.
- Adhere to district health and safety procedures as well as Board of Education policies.
- Maintain confidentiality and FERPA laws.
- Possess the ability, flexibility, and willingness to monitor students during lunch, recess, and assemblies.
- Use educational technology to deepen learning experiences for students.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.



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MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

TERMS OF EMPLOYMENT:

School year as defined in the written contract between Athens Education Association and Athens Area Schools Board of Education.

DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.



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APPLY ONLINE AT:

<https://www.applitrack.com/calhouncounty/onlineapp/default.aspx>

PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:

Mr. Marvin O. Taylor, Elementary Principal/Curriculum Director
East Leroy Elementary School
4320 K Drive South
East Leroy, MI 49051
Telephone: (269) 729-5419

Or send in a PDF attachment via email at:

taylorm@athensk12.org

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.