

JOB DESCRIPTION
TEACHER

QUALIFICATIONS:

An approved Michigan elementary, secondary, and/or vocational teaching certificate with appropriate grade level and content state of Michigan endorsement(s).

PRIMARY FUNCTION:

To provide instruction in subject matter, helping students to develop skills that will contribute to their growth and employment as mature, able, and responsible citizens.

PERFORMANCE RESPONSIBILITIES:

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 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 accomplishments of the 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. Creates an effective environment for learning through functional and learning-centered displays, bulletin boards, and interest centers.
9. Maintains professional competence through in-service education activities provided by professional growth activities.
10. Supervises students “out-of-classroom” activities during the school day.
11. Assists the administration in implementing all school district policies and/or administrative regulations governing student life and conduct.
12. Follows the guidelines and responsibilities for the appropriate educational level as outlines in the Teacher’s Handbook (if available).
13. Continually improves his/her professional competency.
14. Attends staff meetings, participates in faculty committees and the sponsorship of student activities during and outside of the school day.
15. Maintains a professional appearance and presents a positive role model that supports the mission of the district.
16. Compiles with all school district policies approved by the Mackinaw City Public schools.
17. Monitors student attendance, grades, assessments and classroom instructional supplies and equipment by keeping accurate, up-to-date records.
18. Differentiates through lessons that reflect accommodations for individual student differences.
19. Conducts regular informative assessment of student learning and uses results for instruction.
20. Uses technologies in the teaching/learning process.
21. Assists students in analyzing and improving methods and habits of study.
22. Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.
23. 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.
24. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

TERMS OF EMPLOYMENT:

School year as defined in the written agreement between the Mackinaw City Board of Education and the Mackinaw City Education Association.