



POSITION OPENING

POSITION: 8th Grade Math Teacher

REPORTS TO: Cassopolis Middle School Principal

JOB DESCRIPTION: Under the direct supervision of the building principal, the classroom teacher is to create a flexible middle school 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 in accordance with each student's ability; to establish good relationships with parents and other staff members.

REQUIRED QUALIFICATIONS:

- Must hold a valid State of Michigan teaching certificate or qualifications to obtain.
- Teaches district-approved curriculum.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional material and provides instruction to meet the needs of all students.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere. Be prepared to provide instruction beyond the school day.
- Maintain and evaluate records of student academic and social growth and prepare progress reports from that data.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Plans and coordinates the work of paraprofessionals, 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.
- Promote post-secondary educational opportunities.
- Assist staff with building student's confidence.
- Applicants must possess effective behavior management skills.
- Applicants must be able to structure a classroom to maximize student learning.
- Applicant must be able to establish effective communication skills with a variety of stakeholders.
- Demonstrated knowledge of course outlines, curriculum, and lesson development.
- Professionalism and discretion.
- Proficient technology skills and capable of supporting student learning using technology.
- Critical thinker and strong problem solver who can model thinking and problem-solving skills to students.
- Understands the use of data to drive school support services and counseling programs.
- Fosters positive, validating relationships within the school community.

JOB GOAL: To help students learn subject content and skills at appropriate levels that will contribute to their development as mature, capable, and responsible individuals.

PERFORMANCE RESPONSIBILITIES:

1. Engage students while maintaining academic rigor
 - Develop engaging, creative, and appropriate assignments and resources.
 - Employ a variety of instructional strategies that meet students' needs and abilities.
 - Align projects to appropriate state standards.
 - Teach to the diversity of the students in the classroom by personalizing instruction, supporting struggling students, and challenging strong students.
 - Set the expectation that all students participate in all classroom activities.
2. Develop interdisciplinary curriculum across the entire team.
3. Maintain a positive professional culture of trust, respect, and responsibility in the classroom.
4. Understand appropriate educational use of technology and teach students to use it in the classroom appropriately.
5. Actively participate in professional development opportunities.
6. Act as an advisor for a group of students.
7. Support student recruitment, community outreach, and partnership creation.
8. Maintains professional competence through in-service professional development opportunities.
9. Requisition instructional materials and supplies as required.
10. Attend all meetings as required such as: staff, faculty, parent teacher conferences, etc.
11. Prepare for, conduct, and attend parent teacher conferences/informational events as required.
12. Supervises students in out-of-classroom activities during the school day.
13. Administers group standardized tests in accordance with state and district testing protocols.
14. Participates in curriculum development programs as required.
15. Maintain commitment to ongoing professional development.
16. Evaluates students' academic and social growth, keeps appropriate records, and prepares reports as needed and required.
17. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
18. Maintain confidentiality.
19. Other duties as assigned

TERMS OF EMPLOYMENT: Per contract

EVALUATION: Performance of this job will be evaluated in accordance with the teachers' contract.

SALARY: Per Master Agreement

Application procedure: Send letter of interest and resume to:
Mrs. Carey May, Principal, cmay@cassopolis.org

(Posted 7/12/22 – until filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.