



District Office
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JOB POSTING FOR 2023-2024 SCHOOL YEAR

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| TITLE: Elementary Specials Teacher - Part-Time (approx 0.50 FTE) | FLSA: EXEMPT |
| REPORTS TO: Principal | POSTED: August 7, 2023 |
| SALARY: Commensurate with education and experience \$36,050-\$49,749, prorated based on FTE | NUMBER OF DAYS: School Year Position Beginning in 2023 - 2024 |
| LOCATION: St. Joseph and/or St. Peter Elementary Schools | |

POSITION SUMMARY

Under direction of the school principals, plans and provides for appropriate learning experiences for elementary students in art, music and/or physical education. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Plans a program of study that, as much as possible, meets the needs, interests and abilities of individuals to ensure success for every student.
- On a regular and consistent basis, meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Provide periodic and ongoing assessment to provide information related to student achievement and success of designed intervention.

- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Establishes learning objectives consistent with appraisal of student needs, requirements of St. Joseph and St. Peter Schools curriculum framework, and knowledge of human growth and development.
- Plans for and utilizes instructional methods, resources and evaluation techniques, which motivate and enable each student to achieve learning objectives.
- Takes all necessary and safety precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, school policies and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Establishes relationships with colleagues, students, parents and community, which reflect recognition of and respect for every individual.
- Plans and supervises programs for the elementary students served.
- Appraises his/her own effectiveness and demonstrates successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional competence.
- Participates in school management and shares responsibility for the total school program.
- Attends staff meetings and serves on staff committees as required. Performs related work as required.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Bachelor's degree in elementary education from an accredited college or university.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Elementary Teaching Certificate
- Valid Michigan Elementary Teaching Certificate with Music (JQ or JX) endorsement - *preferred*.

EXPERIENCE:

- Experience working with elementary school age students
- Experience in Positive Behavior Supports
- Experience and/or knowledge of practices/training from Crisis Prevention Institute (CPI) - *CPI certification preferred*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of curriculum, techniques for integrating curriculum, policies, and effective instructional practices.
- Knowledge of elementary instruction in grades K – 5.
- Understanding of the teaching/learning process.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to infuse technology into curriculum.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Excellent oral and written communication and human relations skills.
- Excellent organizational and time management skills.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, stand, and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted until filled.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.