



Every child. Every opportunity. Every time.

**Elementary Teacher (K - 2)
2020 – 2021 School Year
Location to be determined
(KEA Salary Schedule and Grade), 10 Month Salary**

Scope of Responsibilities

To 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 provide a good foundation for elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members. The position requires 180 work days, spread throughout the year.

Performance Responsibilities

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Translates lesson plans into developmentally appropriate learning experiences.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences and other ways that meet the needs of the parents.
8. Establishes and maintains reasonable standards and procedures for pupil behavior to achieve an effective learning atmosphere.
9. Evaluates pupils' academic and social growth, keeps accurate records and prepares progress reports.
10. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
11. Is available to students and parents for education-related purposes outside the instructional day.
12. Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
13. Creates an environment for learning through functional and attractive displays, interest centers and exhibits of student's work.

Minimum Qualifications

1. Four year degree from an accredited teacher preparation program.
2. Valid Michigan Teaching Certificate in area of study required.
3. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Desirable Qualifications

1. Experience in an urban environment.
2. Ability to apply knowledge of current research and theory to instructional program.
3. Ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.
4. Ability to establish and maintain effective relationships with students, peers and parents.
5. Strong in oral and written communication.

Please apply online at www.kalamazoopublicschools.com or in person at
1220 Howard Street, Kalamazoo, MI 49008.

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