



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

Title: Apprentice Teacher

Location: Walnut Hills Elementary

Classification: [Greenville Education Association Master Agreement 2024 - 2027](#)

Reports to: Principal

Schedule: 1.0 FTE

Salary: \$37,186.40 per year

Benefits: Comprehensive benefits package including medical, vision, dental, LTD, and life

POSITION SUMMARY: The role of an apprentice teacher is to learn how to become an effective teacher while working directly with students and a mentor teacher to help provide high quality, mission-aligned education for students. Apprentice teachers are enrolled in coursework with a leading Education Preparation Provider (EPP), preferably in a facilitated program like Talent Together, leading to Michigan teacher certification. The role is for one full school year, upon which - with the satisfactory completion of the registered apprenticeship, passage of the relevant Michigan Teacher Certification Test, and completion of the required EPP coursework - the apprentice teacher would be eligible to become a full-time, certified teacher of record.

COMPENSATION AND SCHEDULE: Full time/40 hours per week during the regular school calendar year. Compensation is 80% of BA Step 1 (\$37,186.40) for the year. Standard benefits including paid time off, paid school closures, and healthcare are included.

MANAGEMENT: The apprentice teacher is directly supervised by the mentor teacher and reports to the school's principal. The apprentice teacher must remain in good standing with the district, and both their EPP and any supporting program, such as Talent Together.

DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

Through authentic practice alongside a qualified mentor teacher, an apprentice teacher's role is to learn and develop in the practice of teaching. Apprentice teachers will be coached and developed by a mentor teacher, whose classroom they are assigned to.

- Show continual progress on competencies as outlined in the on-the-job learning standards
- Help maintain a safe, secure, and healthy educational environment in the classroom
- Work with a mentor teacher to implement curricula, including developing and/or customizing lesson plans, delivering lessons, analyzing student work, and assessing student progress towards academic standards
- Engage with the students to actively facilitate their learning with gradually increasing instructional responsibilities with the support of a mentor teacher over the course of the year
- Work with the mentor teacher to develop and practice communication with families in accordance with district, state, and federal expectations and requirements
- As a school system employee, reports abuse or neglect as a mandated reporter
- Complete coursework and training as directed by the education preparation program and training program



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

- Participate in all required district professional development and other meetings as required by school leadership
- Comply with all IEPs, 504s, and other legally required plans for students

QUALIFICATION REQUIREMENTS:

- Maintain participation in EPP and meet all attendance and professional conduct requirements as established by the EPP and school district
- Maintain a minimum grade point average as required by the EPP
- Pass teacher Michigan Test(s) for Teacher Certification
- Remain employed by the school district
- Continue to complete competencies as scheduled by the on-the-job training schedule
- Effective positive communication skills
- Be committed to conflict resolution work with other staff members
- Be committed to learning about and implementing the mission and vision of the district and certification program
- Be able to perform the physical responsibilities of the role

PHYSICAL DEMANDS: The employee is regularly required to sit, stand, and walk for extended periods of time. The employee will frequently bend or twist at the neck and trunk. Employees will occasionally kneel, squat, and stoop while interacting with students. Employees will use their hands to handle, control, grasp, move, and feel documents and office equipment. The employee is occasionally required to reach above head and shoulder level. Occasionally required to carry, lift, and move up to 25 pounds and provide proper crisis intervention as needed. In-person work is required.

OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is usually moderate to loud. The employee is exposed to infections at a greater risk than the average person. The employee must



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

be able to work under fluorescent lighting. The employee may be required to be outdoors for a short period of time, and is therefore subject to varying weather conditions.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.