



Public Schools of Petoskey

A Special Place for Everyone

Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
Telephone: 231-348-2100
Fax: 231-348-2342

JOB DESCRIPTION **TEACHER**

QUALIFICATIONS:

1. An approved Michigan elementary, secondary, and /or vocational teaching certificate with appropriate grade level and content state of Michigan endorsement(s).
2. Such alternatives beyond the above qualifications as the board of education deems appropriate and acceptable.

SUPERVISOR: Building Administrator

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 the 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 accomplishment of 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 in "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 outlined in the Teacher's Handbook (if available).
13. Continually improves his/her professional competency.
14. Attends staff meetings, participates in faculty committees and the sponsorships of student activities during and outside of the school day.
15. Maintains professional appearance and presents a positive role model that supports the mission of the district.
16. Complies with all school district policies approved by the Petoskey Board of Education.
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 formative 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 Petoskey Board of Education and the Petoskey Education Association.

EVALUATION:

Performance will be evaluated in accordance with the policy of the Board of Education and the Master Agreement between the Petoskey Board of Education and the Petoskey Education Association.

Please send letter of interest, resume, transcripts, certificate, and references addressed to Dr. John Scholten, Superintendent, **as one complete attached PDF file**, via email to: careers@petoskeyschools.org.

For questions, please contact Lori Lewis at 231-348-2355 or careers@petoskeyschools.org.

Any application packets not following the listed requirements or that are incomplete may not be reviewed.

Updated: 4.20.18