

**BOIS BLANC PINES SCHOOL
DISTRICT POSITION DESCRIPTION**

Position Title: Teacher, Elementary

Department: Instruction

Reports To: EUPISD Superintendent

SUMMARY: 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.

Bois Blanc Pines School is a one-room school. Candidate should have experience teaching multiple grade levels at the same time. It is also preferred to have experience in working with Students with Individualized Education Plans, At-Risk students, Pre-K students, and working directly with the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches district-approved curriculum.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develop lesson plans and instructional material and provide individualized and small-group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside the normal classroom day using newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluate pupils' academic and social growth, keep appropriate records, and prepare progress reports.
- Identify pupil needs, make appropriate referrals and develop strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work.
- Order necessary supplies and materials following policies and procedures.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, paraprofessionals (if any), and volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Bachelor of Arts degree, elementary endorsement. Preference is given to candidates with Special Education Endorsement

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Teaching Certificate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents, skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The candidate should also like the outdoors, living on an island, and thinking outside the box when it comes to educational teaching methods and using available resources.*

Apply at:

<https://www.applitrack.com/eup/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=2598>

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.