

Position Title: Teacher – ELA Department: Secondary – High School Reports To: Building Principal
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Summary: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

Essential Duties and Responsibilities: (other duties may be assigned)

- Teaches District approved curriculum
- Meets and instructs assigned classes in the locations and at the times designated
- Plans a program of study that meets the individual needs, interests, and abilities of the students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourages students to set and maintain standards of classroom behavior
- 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
- Diagnoses the learning disabilities of students
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports
- Is available to students and parents for education related purposes outside the instructional day

Qualification Requirements: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Supervisory Responsibilities:

Classrooms and students with whom they are responsible

Education and/or Experience:

Bachelor's Degree in Education or related field

Certificates, Licenses, Registrations:

Valid Michigan Teaching Certificate