

# Delton Kellogg Schools

327 N. Grove Street  
Delton, MI 49046

## 2<sup>nd</sup> Grade Teacher Internal/External

<b>POSITION TITLE:</b> 2 <sup>nd</sup> Grade Teacher	
<b>DEPARTMENT:</b> Elementary School	
<b>REPORTS TO:</b> Principal	
<b>PREPARED BY:</b> Superintendent's Office	<b>DATE:</b> 07/30/19

### 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Uses data regularly to monitor student growth.
- Participates in curriculum development.
- Understands and applies a variety of instructional methods to meet the needs of diverse learners.
- Demonstrates excellent rapport with students and families.
- Exhibits excellent classroom management.
- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with current educational research on best practices, and the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- 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.
- Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Is available to students and parents for education-related purposes outside the instructional day.
- Other duties as assigned by the Superintendent or his/her designee.

### SUPERVISORY RESPONSIBILITIES:

Student and parent helpers.

***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.*

### EDUCATION and/or EXPERIENCE:

Four year degree in area of major study is required. Experience in teaching early elementary students.

### CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Teaching Certificate in area of study required. Meets all State and Federal Highly Qualified Requirements.

### **LANGUAGE SKILLS:**

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

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane 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 department 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; skilled in oral and written communication. Ability to operate a personal computer and related software.

**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 the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee must occasionally lift and/or move up to 10 pounds, for example school supplies and books. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.

This person will wear clothing in accordance with building policy.

**Reports To:** Elementary School Principal  
**Salary:** According to DKEA Master Contract  
**Deadline:** August 9, 2019

Interested applicants should send a letter of interest and resume to:  
Delton Kellogg Central Administrative Office  
Kyle B. Corlett, Superintendent  
327 N. Grove Street  
Delton, MI 49046  
[carol.hersha@dkschools.org](mailto:carol.hersha@dkschools.org)

*The final candidates for this position will be required (at your cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire. Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.*

*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.*