



Warren Woods Public Schools
Human Resources Department

NOTICE OF VACANCY

POSTING DATE: January 28, 2019 **REPORTS TO:** Building Principal

POSITION: Elementary Art Teacher – (1.0 FTE) **SALARY:** Per WWEA CBA

ENDORSEMENTS: LQ, LZ or OX **BENEFITS:** PER WWEA CBA
Must have valid Elementary
Teaching Certificate

LOCATION: Elementary Buildings **DEADLINE:** Until Filled

APPLICATION PROCESS FOR EXTERNAL APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website** at www.warrenwoods.misd.net by the deadline.

APPLICATION PROCESS FOR INTERNAL MEMBERSHIP: Respond via email to sdavis@mywwps.org or school mail with a letter interest and resume:

Warren Woods Public Schools
Susan Davis, HR Generalist
12900 Frazho, Warren, MI 48089

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible citizens.

ESSENTIAL FUNCTIONS:

- Teaches district approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Administers and Develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Is available to students and parents for education-related purposes outside the instructional day.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, problem solving techniques and a variety of personal issues.
- Demonstrates and Differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements and results in student growth.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required resulting in optimum performance.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Uses various tools to assess the growth and achievement of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate hard copy and web-based records and prepares progress/grade reports.

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- Accommodates the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Participates in co-teaching situations with a special education teacher assigned.
- Encourages students to set and maintain standards of classroom behavior.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Maintains reliable and consistent attendance and demonstrates the ability to withstand the physical and mental rigors of teaching.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responsible to maintain regular and reliable attendance.
- Performs other duties as may be assigned by administration.

OTHER FUNCTIONS

- Directs students teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

SUPERVISORY RESPONSIBILITIES: Supervises classroom and students and volunteers.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in area of major study. Valid Teaching Certificate in area of study required. Highly Qualified (HQ) where required by law.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on content, curriculum 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 perform duties with awareness of all district requirements and Board of Education policies.

WORKING CONDITIONS – MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; content knowledge; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; and ability to withstand the physical and mental rigors of teaching.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires sitting, walking and standing. This job is performed in a generally clean and healthy environment. Noise level may vacillate from quiet to loud in varying degrees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed mainly indoors and occasionally outdoors.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 frequently required to stand, talk, hear, 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 educational equipment. The employee is directly responsible for 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 students, the public and other staff.

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| <p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.</p> |
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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417
