

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Dates: December 17, 2009 - Until Filled

TITLE: High School English Teacher (Two Positions)

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume, copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Michigan Secondary Teacher Certification. Meet requirements for highly qualified status under NCLB.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: **Teacher Basic Salary Schedule-199 Days**

JOB GOAL: Plans, implements and assesses a program of instruction that adheres to the district's mission, philosophy and objectives.

ESSENTIAL FUNCTIONS:

Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.

Develops and effectively implements purposeful and appropriate lesson plans.

Demonstrates high expectations for student achievement and behavior.

Presents information and directs structural learning experiences so that individual students learn.

Addresses the affective needs of students.

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ESSENTIAL FUNCTIONS, Continued:

Develops, in accordance with district and building guidelines, reasonable rules of classroom behavior and appropriate discipline techniques which are consistent with those rules.

Assesses progress of students on an on-going basis.

Works cooperatively with parents to strengthen the educational program for their children.

Works cooperatively with the administration to develop and maintain positive public relations within the community.

Keeps current in subject matter knowledge, educational research, learning theory and professional development issues.

Indicates a willingness to work collaboratively for school improvement.

Demonstrates a willingness to become involved in extra-curricular activities which extend the learning experiences of students.

Maintains a positive attitude and a sense of humor.

Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.

Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws.

Performs those record-keeping duties necessary to maintain the accountability required for the instructional program and as required by the building principal.

Assists in the selection of books, equipment and other instructional materials, as requested.

Attends staff, department and committee meetings as required.

Knowledge of basic computer skills.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

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EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

Rev. HR/LA/dmh/12/09

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.