

LOWELL AREA SCHOOLS

Lowell, Michigan

External Substitute Job Posting

August 8, 2024



Lowell Area Schools is seeking a highly qualified candidate for a "floating" substitute elementary teaching position for the entire 2024-2025 school year. This is a long-term substitute position that will be placed in different elementary classrooms across the district based on need each day.

Position:

- Elementary 'Floating' Substitute Teacher-1.0 FTE (Buildings: Alto, Bushnell, Murray Lake, and Cherry Creek)

Responsibilities:

- Provide instruction aligned with the District's approved curriculum and each student's Educational Development Plan
- Collaborate with grade-level members in planning curriculum, units, and classroom lessons
- Understand diversity of student needs and provide supplemental programming or instruction
- Communicate effectively with parents as needed on the phone, through correspondence, or in person
- Perform other duties related to the role of educator and as assigned
- Full job description attached

Required Qualifications:

- Valid Michigan Secondary Teaching Certificate
- Must be employed by EDUStaff prior to start date
- Ability to relate well with children/students
- Ability to collaborate with department and building staff
- Knowledge of multiple elementary curriculums and teaching methodologies
- Possesses excellent communication and interpersonal skills

Preferred Background or Skills:

Knowledge of and ability to apply the following:

- Michigan Content Standards provided by MDE
- Differentiated instruction
- Ability to analyze assessment data to plan student intervention
- Technology integration to promote student learning
- Knowledge of Professional Learning Community concepts
- Demonstrated capacity in the following areas:
 - Care for each child and help in their success
 - Show passion about the teaching/learning process for each student
 - Desire to build relationships with students and adults in a team environment
 - Provide customer service atmosphere for students and parents

Compensation:

- \$135.00 per day (Year 1 rate)

Start Date:

- As available

Application Deadline:

- Until Filled

Application Process:

- **External Candidates:**

Visit www.lowellschools.com and apply via AppliTrack on our Business Office page. Any questions can be directed to Dustin Cichocki, Director of Human Resources, at dcichocki@lowellschools.com.

(It is the policy of Lowell Area Schools that no person shall on the basis of sex, race, color, national origin, age, creed, veteran status, or disability be excluded from participation in, be denied the benefits of, or be subjected to, discrimination in its educational programming, enrollment, employment or contracting.)

LOWELL AREA SCHOOLS
School District Position Description

Position Title: **Teacher**
Department: Curriculum and Instruction
Reports to: Building Administrator
Prepared by: Director of Human Resources
Adopted: July, 2011
Revised: May, 2019

POSITION SUMMARY

Responsible for the day-to-day planning, delivery and, record keeping of instruction to students. Provide sound education for students in order to develop a student's cognitive capacity, respect for learning, self-esteem, motivation and sense of civic responsibility. Responsible for implementing best practices in order to increase student achievement and achieve the goals set out in the district's strategic plan.

ESSENTIAL DUTIES and RESPONSIBILITIES

The following statement of duties and responsibilities is intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary based on assignment.

- Teach the district approved curriculum and use district approved resources.
- Plan, prepare and deliver instructional units and lessons, with clear objectives, that facilitate active learning experiences in line with the district's academic goals.
- Meets and instructs assigned classes in the locations and at the times designated.
- Prepare classroom for class activities and creates a classroom environment conducive to learning and appropriate to the maturity and interest of the students.
- Identify and select different instructional resources and methods to meet students' varying needs, including appropriate referrals and strategies for individual education plans.
- Use relevant technology to support instruction.
- Observe, encourage, monitor and evaluate student's performance and development.
- Assign and grade class work, homework and tests.
- Maintain accurate and complete records of students' progress and development.
- Update and/or complete all necessary records and reports accurately as required by state and federal laws, district policies and school regulations.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Coordinate the work of teacher assistants, parents and volunteers in various classroom settings as needed.
- Participate in review of possible learning disabilities of a student.
- Participate in department meetings, school meetings and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- May assist or directly provide medical assistance to students or provide aid to sick or injured students.
- Attend appropriate professional development opportunities, conferences, workshops and seminars as required.
- Work with colleagues in the implementation of the curriculum to obtain the developmental goals and student outcomes in the various K-12 curriculum areas.
- Attend special events held to recognize student achievement, and school sponsored activities as necessary.
- Performs other duties and tasks as assigned.

SUPERVISORY RESPONSIBILITIES

- This job is responsible for directly supervising the behavior and safety of students while in a classroom or non-classroom setting. Act as a resource for fellow teachers, parents and students by ensuring a safe and nurturing environment for the children and by providing information regarding children's wellbeing, behavior and progress as needed.

EDUCATION and/or EXPERIENCE

- Bachelor's degree or higher from an accredited institution.
- Valid State of Michigan Teaching Certificate or alternative vocational certification per State of Michigan.
- Highly qualified in subject area being taught.

LICENSES, CERTIFICATES, REGISTRATIONS

- Valid Michigan teaching certificate at all times.
- Valid driver's license preferred.

KNOWLEDGE, SKILLS, and ABILITIES

- Have a belief in education and a concern for children.
- Possess in-depth knowledge of content and pedagogy in instructional areas assigned.
- Possess a high level of interpersonal skills such as discretion, courtesy, integrity and flexibility to establish and maintain effective and positive relationships with administrators, peers, students, community members, constituent districts, and the general public.
- Ability to be sensitive to and demonstrate respect for a diverse population.
- Ability to handle and maintain sensitive and confidential information in appropriate manner in all aspects of the position.
- Ability to organize, prioritize and work independently and collaboratively producing quality work in a timely manner.
- Ability to maintain a clean, neat, and orderly self-appearance at all times.
- Ability to maintain a reliable attendance record.
- Ability to read, analyze, interpret, and comprehend general business periodicals, professional journals, technical procedures, governmental regulations, and policy in order to plan and perform job duties.
- Ability to write reports, general correspondence and directed correspondence.
- Ability to effectively present information and respond to inquiries or complaints from students and/or parents.
- Possess excellent English written and oral communication skills, especially in regards to vocabulary and grammar.
- Ability to utilize technology as a tool and resource.
- Oral and written fluency in second language may be preferred.
- Ability to calculate figures and amounts and apply concepts of basic algebra and geometry.
- Ability to explain classroom, department and district procedures and processes to parents and students when necessary.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to report job related problems and concerns using appropriate channels in the appropriate order.
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Ability to administer basic first aid, investigates medical concerns, and assists in the implementation of proper blood borne pathogen clean-up procedures.

PHYSICAL DEMANDS

- *Ability to talk or hear, stand, walk, or sit for extended periods with ability to occasionally reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl.*
- *Ability to use hands, fingers with high level of dexterity.*
- *Ability to frequently lift and/or move up to 15 pounds with ability to occasionally lift and/or move up to 50 pounds.*
- Overall good vision, with or without corrective lenses.
- Overall good health.

WORK ENVIRONMENT

- *Frequent interaction with staff, children, parents, vendors, and other community members and/or organizations.*
- *Occasional duties to be performed outside in a variety of Michigan weather conditions.*
- *Occasional exposure to dust, cleaning chemicals, pollens, and other common airborne irritants.*
- *Noise level is usually moderate to low, occasionally subject to above normal sounds.*

The information described above is representative of that which 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. 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. The individuals currently holding this position perform additional duties and additional duties may be assigned.