

*Notice of Job Vacancy*

**ELEMENTARY TEACHER**

*Cole Academy East*

*Position: Classroom Elementary Teacher*

*Location: Cole Academy East, 2921 E. Coleman Rd., East Lansing, MI. 48823*

*Starting Date: Monday, August 26, 2021*

*Work Days per Week: 5 days*

*Hours per day: 8 hours (minimum of 40 hours per week)*

*Salary: Dependent on Teaching Experience*

**REQUIRED CERTIFICATION**

- 1. The Teacher must possess a valid State of Michigan Teaching Certificate, or permit, with the appropriate endorsement(s) for all subject area(s) being taught*
- 2. Candidate must provide documentation of meeting highly qualified requirements, as defined by No Child Left Behind, if applicable*

**PREFERRED EXPERIENCE BUT NOT REQUIRED**

- 1. Experience teaching with Lucy Calkin's Reading and Writing Workshop model*
- 2. Knowledge in teaching science using Michigan Science Standards (NGSS)*
- 3. Knowledge of math workshop model (example: Bridges)*

**COLE ACADEMY VALUES**

- 1. Willingness to learn new skills, to be reflective, and to acquire new knowledge through sustained professional development*
- 2. Establishes and maintains standards for student behavior needed to achieve a respectful and cooperative learning atmosphere in the classroom*
- 3. Develops lesson plans and instructional materials and provides individualized and small group instruction and adapt the curriculum to the needs of each pupil*

**PERFORMANCE RESPONSIBILITIES**

- 1. Teaches all core subjects in a classroom, utilizing courses of study adopted by the Board of Education, and other appropriate learning activities*
- 2. Translates lesson plans into learning experiences so as to best utilize the available time for instruction*
- 3. Continuously evaluates students' academic and social growth using appropriate records, and prepares ongoing progress reports*
- 4. Ability to work effectively with colleagues regarding curriculum, instruction, interventions, and assessment*
- 5. Follows the goals of students with an IEP or 504 plan*
- 6. Maintains ongoing, multiple methods of communication with parents*
- 7. Maintains professional competence through learning activities provided by the district and/or self-selected professional learning activities*
- 8. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated*
- 9. Performs other duties and responsibilities assigned by the building administrator following guidelines outlined in the Employee Handbook and by the Board of Directors*

*\*Cole Academy 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. For more information on employment opportunities with Cole Academy call (517) 372-0038.*