

Baldwin Community Schools



Phone: (231) 745-4791 · Fax: (231) 745-3240

"Preparing Students for the Promise of Tomorrow"

BALDWIN COMMUNITY SCHOOLS JOB POSTING

SECONDARY MATH TEACHER

JOB POSTING

JOB TITLE: Secondary Math Teacher

REPORTS TO: Jr./Sr. High Principal

JOB FUNCTION: The purpose of the High School Math Teacher is to coordinate and facilitate the implementation of the district's curriculum and to help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. The district features a diverse population and provides many supports for students, including reduced class sizes, student support specialists, and social and emotional support services. The school district offers a competitive salary schedule, several benefit plan options, and a retirement plan. The vision of Baldwin Community Schools is, "Preparing Students for the Promise of Tomorrow."

DUTIES AND EXPECTATIONS:

Duties —

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for all classes assigned.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.



6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. 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.
8. Assesses the accomplishments of students on a regular basis, keeps appropriate records and provides progress reports as required.
9. Identifies students for special education referrals on a regular basis, seeking the assistance of district specialists as required.
10. Is available to students and parents for education-related purposes outside the instructional day.
11. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
12. Establishes and maintains reasonable standards and procedures for pupil behavior to achieve an effective learning atmosphere.

This individual —

1. Persists in accomplishing objectives despite obstacles and setbacks.
2. Has a track record of meeting and exceeding goals successfully
3. Pushes self and helps others achieve results
4. Sets aggressive goals and has high standards
5. Pursues everything with energy, drive, and the need to finish
6. Persists in the face of challenges and setbacks
7. Always keeps the end in sight; puts in extra effort to meet deadlines

Essential Competencies —

1. The ability to prioritize student learning needs over obstacles and barriers that can stand in the way of necessary change
2. The strong desire to achieve outstanding results in a short amount of time
3. The strong desire and ability to build meaningful, caring relationships with students
4. The skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students are addressed



5. The capacity to align curriculum, instruction, and assessments while responding to individual needs
6. The ability to seek out knowledgeable peers, coaches, and administrators for instructional support in a constant quest to deliver the vision of high-quality, subject-specific instruction in every class period every day
7. The ability and willingness to use data to guide instructional practices and decision-making to positively impact student achievement

This individual —

1. Supervise students in and out of the classroom and provide support for individual students to enable them to fully participate in activities.
2. Assist in the educational and social development of students under the direction and guidance of other professionals, such as the building principal, behavior support specialist, classroom teachers.
3. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
4. Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
5. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
6. Engage with students to enhance learning
7. Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
8. Ability to maintain confidentiality of information regarding students, employees and others.
9. Assists with fostering independence, socialization, and self-esteem for all students.

Qualifications — The minimal qualifications of a person in this role:

1. Bachelor's Degree with Valid Michigan Teaching Certificate.
2. Demonstrated knowledge of best instructional practices and research- based mathematics intervention practices delivered in a Multi-Tiered System of Support (MTSS).



3. Prior experience in schools supervising or working with students.
4. The ability to communicate through superior written and oral communication.
5. The ability and desire to work on multiple projects with multiple deadlines in an efficient, accurate manner.
6. The skill to research effectively, including the use of the Internet for research, knowledge of Google Applications, MicroSoft Word/Office, PowerSchool and other educational software and programming.
7. The willingness to make sound educational decisions within given parameters.
8. The willingness to be courteous and professional at all times.
9. The desire to maintain a positive working relationship with faculty, staff, board members, parents, students, and the community.
10. The skill to be a respectful, positive role model.

Please send **ONE PDF** file that contains a cover letter, resumé, three references, and all appropriate credential information to jobs@bcsdmi.com. The position will remain open until it is filled. Any questions can be directed to JaNel Williams, Human Resources Specialist at 231-745-4791.