



**School District of the City of Saginaw
Human Resources Department**

JOB POSTING

Elementary Positions

The School District of the City of Saginaw has immediate openings for the following:

Positions: **Prekindergarten**
 3rd Grade Teacher
 4th Grade Teacher (2 positions)
 Physical Education/Music Teacher

General Summary:

Saginaw Public Schools Teachers are responsible for planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

District-wide Performance Standards:

The School District of the City of Saginaw, in partnership with parents, students, businesses and the community, are committed to and responsible for ensuring the highest level of academic achievement and career planning for all students, the highest performing organizational structure at all levels, and a safe and effective learning environment for all students.

Knowledge, Skills and Abilities:

1. Content and pedagogical knowledge in assigned subject/area
2. Knowledge of relevant technology
3. Critical thinking and problem solving skills
4. Verbal and written communication skills
5. Decision making skills
6. Organization and planning skills
7. Ability to tolerate high levels of stress
8. Ability to be flexible and adaptive
9. Ability to take initiative
10. Ability to record and report daily written records
11. Ability to pay attention to detail
12. Ability to utilize classroom instruction techniques designed to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals
13. Ability to work effectively and collaboratively with other teachers, administrators, and staff
14. Ability to work independently
15. Ability to learn new tasks quickly
16. Ability to work in a multi-cultural, urban setting and develop a rapport with students, staff, parents and the school community

Duties and Responsibilities:

1. Plan, prepare and deliver instructional activities that facilitate active learning experiences
2. Develop schemes of work and lesson plans
3. Establish and communicate clear objectives for all learning activities
4. Prepare classroom for class activities
5. Provide a variety of learning materials and resources for use in educational activities
6. Identify and select different instructional resources and methods to meet students' varying needs
7. Instruct and monitor students in the use of learning materials and equipment
8. Use relevant technology to support instruction
9. Observe and evaluate student's performance and development

10. Assign and grade class work, homework, tests and assignments
11. Provide appropriate feedback on work
12. Encourage and monitor the progress of individual students
13. Maintain accurate and complete records of students' progress and development
14. Update all necessary records accurately and completely as required by laws, district policies and school regulations
15. Prepare required reports on students and activities
16. Manage student behavior in the classroom by establishing and enforcing rules and procedures
17. Maintain discipline in accordance with the rules and disciplinary systems of the school
18. Apply appropriate disciplinary measures where necessary
19. Perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
20. Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
21. Participate in department and school meetings, parent meetings
22. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
23. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
24. Perform other duties as assigned

Education and/or Experience:

1. Bachelor's Degree or higher from an accredited institution
2. Meet professional teacher education requirements of School, District, and State
3. Single subject teaching credential or certification if teaching a specialized subject
4. State certification including endorsements required for a specific subject/area
5. Relevant teaching experience

SALARY: Based on education and experience

METHOD OF APPLICATION:

Please visit www.spsd.net and apply online.

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.