

POSITION DESCRIPTION

TITLE: Teacher

DATE: August 22,2005

DEPARTMENT: Hannahville Indian School

DIVISION: Education

POSITION SUMMARY: Organize direct, supervise and guide students in the educational process within the framework of the philosophy of the Hannahville Indian School

SUPERVISION RECEIVED: Principal

SUPERVISION EXERCISED: Instruction to students

REQUIRED QUALIFICATIONS: Michigan Teacher Certificate with a Degree in major area of study; and attained Highly Qualified Teacher status.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan a program of study that meets the needs, interests and abilities of the students.
2. Create a classroom atmosphere and environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Guide the learning process toward the achievement of curriculum goals. Establish clear objectives for all lesson, units, and projects to communicate these objects to the students.
4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
5. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Assist administration in implementing all policies and/or rules governing student's behavior in the classroom, develop reasonable rules of classroom behavior and procedures. Maintain order in the classroom in a fair and just manner.
7. Strive to Maintain and improve professional competence.
8. Attend and participate in staff meetings and serve on staff committees as required.
9. Cooperate with other members throughout the staff in planning instructional goals, objective and methods.
10. Assist in the selection of books, equipment and other instructional materials.
11. Accept a share of responsibility for co-curricular activities as assigned.
12. Establish and maintain cooperative relations with others.
13. Be responsible to conform to the master agreement between the Hannahville Community and the Hannahville School Board of Education.
14. Perform all other reasonable and related duties as directed by the principal, administrator and/or the board of education, which are not in violation of the master contract under which the employee works, the Hannahville Indian School

policies, rules and regulations.

PERIPHERAL DUTIES: Related duties as assigned by the administrator/superintendent or Board of Education at the Hannahville Indian School.

PHYSICAL DEMANDS: Must be physically and mentally capable to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work is performed in a typical office setting located in a school, as well as a classroom environment. May involve some travel including overnight and use of personal vehicle. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume if desired, rating of education and experience; oral interview and reference check; job related tests maybe required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of this job change.

Signature _____

Date _____

Signature _____

Date _____

Signature

Date