

# Baldwin Community Schools

Richard Heitmeyer, Superintendent

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*"Preparing Students for the Promise of Tomorrow"*



## BALDWIN MIDDLE AND HIGH SCHOOL JOB POSTING

### TEACHING POSITIONS

The secondary school will have teaching positions open for the next school year. These positions will include English Language Arts and physical education.

### PROFESSIONAL QUALIFICATIONS:

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#### Required:

- Bachelor's degree or higher in Education
- Valid Michigan Teaching Certificate with appropriate endorsement(s)
- Valid state licensing to meet Highly Qualified requirements

#### Preferred:

- Previous classroom teaching experience in a comparable district

### HOW TO APPLY

If you are ready to change the lives of the students you serve, join us at Baldwin Community Schools. The Board of Education and Leadership Team are committed to having the best teachers in front of our students every day. The Board has committed to offering experienced teachers steps in order to join our dynamic teaching team.

If you are ready, then send **ONE PDF FILE** that includes your cover letter, resumé, three letters of recommendation, your college transcripts, and copies of your certifications to [jobs@bcsdmi.com](mailto:jobs@bcsdmi.com).

If you have any questions, please contact Superintendent Rick Heitmeyer at (231) 745-4791. **The deadline to apply for this position is Friday, April 12, 2019, at 4 p.m. Positions will remain open until filled.**



## JOB DESCRIPTION

**TITLE:** Classroom Teacher

**REPORTS TO:** Building Principal

**JOB FUNCTION:** The Teacher shall serve as the educational leader in his/her classroom.

**DISTRICT DESCRIPTION:** Baldwin Community Schools is a small school district in Lake County, serving approximately 521 students. Baldwin features a diverse population and offers many unique opportunities including a balanced calendar and a commitment to students that is second to none. The school district's vision is "Preparing Students for the Promise of Tomorrow." Baldwin Community Schools strives to enrich the lives of all of its students on a daily basis. Baldwin features low class sizes, social and emotional supports for students, and many other facets that schools our size usually do not offer.

### DUTIES AND RESPONSIBILITIES:

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- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develop schemes of work, lesson plans and tests that are in accordance with the district provided curriculum. Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Establish classroom a structure that values positive relationships through intentional implementation of the district curriculum.
- Support non-academic needs, through the student support network district system, of all students in order to remove barriers that interfere with academic success.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.

- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

### **Additional Qualifications:**

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As a *Blueprint* district, we are seeking a turnaround teacher that is committed to leading the systemic reconfiguration of the district at the classroom level, while sustaining the organization's sense of urgency in realizing dramatic improvement in student and teacher performance in a short amount of time.

Qualified candidates should skillfully demonstrate the following turnaround competencies:

- *the ability to prioritize student-learning needs over the customs, routines, and established relationships that can stand in the way of necessary change;*
- *the strong desire to achieve outstanding results in a short amount of time;*
- *the strong desire and ability to build meaningful, care relationships with students in order to exert academic press and influence;*
- *the skill and willingness to leverage the student support network to ensure that students' social, emotional, nutritional, and health needs are addressed;*
- *the ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning;*
- *the capacity to rigorously create and sustain a well-orchestrated system of ongoing data collection and analysis to inform a continuously responsive and adaptive system of tiered instruction attentive to students' specific academic needs;*

- *the capacity to align curriculum, instruction, and assessments while responding to individual needs of students;*
- *the ability to seek out knowledgeable peers, coaches, or administrators for instructional support in the never ending quest to deliver the vision of high quality subject-specific instruction in every class period every day.*

**PROFESSIONAL QUALIFICATIONS:**

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**Preferred:**

- Previous classroom teaching experience in a comparable district