



BALDWIN COMMUNITY SCHOOLS
525 Fourth Street | Baldwin, Michigan 49304

JOB POSTING

JOB TITLE: Elementary Teacher

REPORTS TO: Building Principal

JOB FUNCTION: The teacher shall serve as the educational leader in the classroom

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 520 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's classrooms feature up-to-date technology, and students have the opportunity to utilize it every day. Baldwin's students can dual enroll, attend career and technology courses at the ESD, as well as many other programs. 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 cannot offer.

DUTIES AND RESPONSIBILITIES:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning
- Develop lesson plans and assessments that are in accordance with 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 structures that value positive relationships through intentional implementation of the district curriculum
- Support non-academic needs through the student support network district system in order to remove barriers that may interfere with academic success
- Provide appropriate feedback on work



- Encourage and monitor the progress of individual students and utilize information gleaned to adjust teaching strategies
- Maintain accurate and complete records of student progress and development, updating as required by law, district policy, 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 needs
- Establish and communicate clear goals and objectives for learning activities
- Provide a variety of learning materials and resources
- Observe and evaluate student performance and development

ADDITIONAL QUALIFICATIONS:

- The ability to prioritize student learning needs over obstacles and barriers 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, caring relationships with students
- The skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students 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 that is attentive to students' specific academic needs
- The capacity to align curriculum, instruction, and assessments while responding to the individual needs of students
- 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

PROFESSIONAL QUALIFICATIONS:

- Required: Bachelor's Degree or higher in Education
- Valid Michigan Teaching Certificate with appropriate endorsement



- Valid state licensing to meet Highly Qualified requirements

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 is 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. If you have any questions, please contact Superintendent Rick Heitmeyer at (231) 745–4791.

Second semester begins January 7. The deadline to apply for this position is Friday, December 7, at 4 p.m. The position will remain open until it is filled.