



EXTERNAL 7<sup>th</sup> Grade ELA Middle School Teacher  
2024 – 2025 School Year

Qualification Requirements	<ul style="list-style-type: none"> <li>Minimum of bachelor’s degree from an accredited university, BA and/or BX certification.</li> <li>Must hold or be eligible for a Michigan Teaching Certificate.</li> <li>Must be highly qualified.</li> </ul>
Essential Duties and Responsibilities	<ul style="list-style-type: none"> <li>Set goals for student achievement that are supported by a viable curriculum and the building school improvement plan.</li> <li>Serve as a role model and advocate for students’ diverse needs through actions and behaviors.</li> <li>Differentiate daily lesson plans and instruction to meet the needs of all students.</li> <li>Select and use a variety of instructional materials, activities, and best practices to meet the needs of all students.</li> <li>Engage students with a dynamic and creative approach to teaching and a focus on project based learning.</li> <li>Help students discover their passions.</li> <li>Establish and communicate clear objectives for all learning activities.</li> <li>Develop and administer formative and summative assessments and use the results to alter instruction in order to meet group and individual needs.</li> <li>Collaborate with fellow teachers to ensure student success by creating a data-driven, learner-centered, friendly, and safe school environment.</li> <li>Maintain order within the classroom and school by using proactive classroom management and fostering an engaging, well-organized, rigorous learning environment.</li> <li>Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.).</li> <li>Maintain professionalism when interacting with students, parents, community, community agencies and colleagues.</li> <li>Communicate effectively and regularly with students and their parents.</li> <li>Incorporate and model the use of technology as a tool for student engagement.</li> <li>Utilize a curriculum that reflects diverse educational, cultural, and linguistic backgrounds.</li> <li>Regular and reliable attendance.</li> <li>Develop professional relationships with other agencies and programs.</li> <li>All other duties assigned by the building principal.</li> <li>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.</li> </ul>

Salary and Benefits	Salary and benefits are determined by the master agreement and salary is commensurate with experience. Kalkaska Public Schools values its employees, and in an effort to attract and keep talented staff members, the District can offer up to 12 steps on a candidate's experience.	
Deadline	Until filled.	
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: jobs@kpschools.com
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com.	
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>		