

**HOLTON PUBLIC SCHOOLS
FOR 2010-2011 SCHOOL YEAR
INTERNAL/EXTERNAL POSTING**

TITLE: HIGH SCHOOL PHYSICAL SCIENCE/CHEMISTRY (9-12 GRADE LEVEL)

QUALIFICATIONS:

1. Valid Michigan Teaching Certificate
2. Previous experience desirable
3. Such alternatives to the above qualifications as the Board may find appropriate.
4. Certified in Secondary Science – Chemistry, Earth Science and Physical Science (DX endorsement)

REPORTS TO: Building Principal(s)

JOB GOAL: To instruct students in a manner so all students achieve at or above grade level.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that meets the individual needs, interest and abilities of all students.
3. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives.
4. Implements by instruction and action the school's philosophy of education, instructional outcomes, and teaches district approved curriculum.
5. Guides the learning process towards the achievement of curriculum outcomes and establishes clear objectives for all lessons, units, and projects.
6. Documents student achievement as requested by building principal. Provides progress reports as required.
7. All teachers are required to have the lesson plans in writing, for at least one week in advance at all times. Written plans should be available for review and also readily accessible for a substitute teacher.
8. Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
9. Sets clear standards for classroom behavior.
10. Maintains control in the classroom essential for effective learning and teaching. Teachers should also assist in dealing with student behavior problems outside the confines of their classrooms.
11. Understands the student handbook and interprets the handbook for students.
12. Provides students, parents, and substitute teachers with written classroom guidelines and rules that are consistent with established district policy.
13. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
14. Diagnoses the learning styles of individual students on a regular basis, seeking the assistance of district specialists as needed.
15. Follows up any special education referral with the data and information requested by the IEP Committee and works with the Special Education Instructor for the good of the student.

16. Will be available to students and parents for education-related purposes outside the instructional day.
17. Takes all necessary precautions to protect students, equipment, materials and facilities.
18. Maintains accurate, complete and correct records as required by law, district policy, and administrative directive.
19. Serves on committees when requested to do so and attends all faculty meetings.
20. Strives to maintain and improve professional competence.

TERMS OF EMPLOYMENT: As established by the Board of Education in accordance with the HEA Contract.

EVALUATION: Performance of this job will be evaluated per HEA Contract.

Date/Time Of Posting: Tuesday, August 3, 2010 @ 12:00 p.m.
Date/Time Of Closing: Tuesday, August 17, 2010 @ 12:00 p.m.

Wage: Per HEA Contract

Send Cover Letter, Resume and References to:

Holton Public Schools
c/o Superintendent
8897 Holton Duck Lake Rd.
Holton, MI 49425