

# MARCELLUS COMMUNITY SCHOOLS

## NOTICE OF JOB OPENING

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**POSITION: FULL TIME 7th and 8th GRADE ENGLISH LANGUAGE ARTS TEACHER**

**REPORTS TO: BUILDING PRINCIPAL**

### **MINIMUM QUALIFICATIONS:**

- Valid Elementary Education certification with additional endorsement - English (BA) or Language Arts (BX), or
- Valid Secondary Education certification with an endorsement in English (BA) or Language Arts (BX)
- Knowledge of Curriculum Standards and Assessment

### **ESSENTIAL DUTIES, RESPONSIBILITIES AND PROFESSIONAL EXPECTATIONS:**

- Actively instruct students
- Daily, integrate reading and writing into every class
- Understand and apply effective strategies for intervention and differentiation in the classroom
- Embed opportunities for critical-thinking, communication, collaboration, and creativity, as well as use of technology and digital media, into lessons and unit plans
- Establish and maintain a classroom atmosphere conducive to teaching and learning
- Evaluate student progress via summative assessments, research projects, essays, etc. and provide appropriate, timely feedback to students regarding their work
- Provide students with the necessary resources and materials to support active learning and improve academic achievement
- Use formative assessments to encourage individual student improvement and to drive instruction
- Analyze formal and informal data and provide informal reports regarding student achievement and instruction
- Follow all Individualized Education Plans (IEP's) and 504 Plans
- Develop positive, appropriate and healthy relationships with students
- Utilize district provided instructional materials aligned to content standards
- Communicate regularly with parents, colleagues and students regarding progress
- Work collaboratively with colleagues and administration to create, promote and improve student achievement
- Engage in staff and professional development to build on both personal and school wide strengths and areas of growth to promote the school's vision, mission, and values
- Effectively implement school policies and procedures
- Perform other duties as assigned by principal

### **SKILLS AND KNOWLEDGE:**

- Effective communicator with strong oral and written skills that work with all audiences
- Ability to maintain strong classroom management and hold students accountable for upholding school rules, and classroom expectations
- Be an active participant in a supportive professional community that fosters respect, trust, risk taking, open-mindedness, flexibility, collaboration, and continuous improvement

- Mastery of and enthusiasm for academic subjects and possess expectations for high achievement in the classroom
- Experience in collaborating with teacher teams and adapting work to the needs of teachers and students
- Knowledge and experience using technology for communication, data analysis, gathering and organizing information for instruction and presentations
- Evidence of self-motivation and willingness to be a team player
- Maintain confidentiality

**APPLICATION PROCESS:**

Interested and qualified candidates apply to:

Principal, Tracy Cropsey  
125 South Burney Street  
Marcellus, MI 49067

Phone: 269-646-6478

Email: [tracy.cropsey@marcelluscs.org](mailto:tracy.cropsey@marcelluscs.org)

**START DATE:** 2024/2025 School Year

**APPLICATION DEADLINE:** UNTIL FILLED

*It is the policy of Marcellus Community Schools that no person shall on the basis of race, color, religion, national origin or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities. Equal Opportunity Employer*