

DUNDEE COMMUNITY SCHOOLS
Dundee, Michigan

JOB POSTING

June 19, 2009

Early Elementary Teacher (Two positions)

This position would entail working with Kindergarten and First Grade children in a looping program at Dundee Elementary School. The teachers would be working closely with students, parents, staff, and administration. The position also requires dealing with children as individuals, and in small and large group settings.

Qualifications:

- A. Minimum of BS/BA degree in Elementary Education
- B. Possess or be eligible for a valid Michigan teaching certificate with an early childhood specialist (ZA) endorsement preferred
- C. Able to assess and document student progress
- D. Professional in personal conduct and actions
- E. Excellent communication skills
- F. Meets federal *No Child Left Behind* requirements

Duties:

- A. Provide instruction to elementary children
- B. Provide and maintain an orderly classroom environment
- C. Monitor and document student progress
- D. Able to monitor and complete state requirements and reporting
- E. Work independently and cooperatively in the teaching mode using a variety of instructional strategies
- F. Ability to work with and effectively communicate with a diverse group of parents in the home setting
- G. Ability to plan and organize; good work habits
- H. Willing to seek out and participate in professional development
- I. Successful teaching/coaching of students preferred
- J. Perform other duties as assigned by administration
- K. Other qualifications as required by the Dundee Board of Education

Desirable Characteristics:

- A. Experience using technology as an instructional tool in the classroom
- B. Empathy for students and those with special needs
- C. Experience working with young children

STATEMENT OF NON-DISCRIMINATION

It is the policy of the Dundee School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

NEED TO ESTABLISH RIGHT TO WORK

In accord with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: July 6th, 2009 @ 12:00 PM.

Send letter of interest, resume with professional references, and completed Dundee Community Schools application for teaching position to:

Maury Geiger, Principal, Dundee Elementary School, 420 Ypsilanti St., Dundee MI 48131