

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

M. Jones-Henderson, Executive Director

Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Teacher, Science Grades 7-12

SALARY: To Be Determined

REPORTS TO: Principal

PURPOSE STATEMENT

To enable all students to benefit from the educational opportunities to the fullest by eliminating, to the degree possible, any factor that may interfere with learning.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Prepares adequate written instructions for substitute teachers.
- Maintains high standards of classroom behavior.
- Guides the learning process so as to achieve curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Implements, by instruction and action, the corporation's philosophy of education, instructional goals, and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.
- Parent Communication
- Keeps up-to-date and accurate grade books

- Uses data to form instructional planning

SUPERVISORY RESPONSIBILITIES

Assigned students and paraprofessionals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable teams with disabilities to perform the essential functions.

Knowledge of:

- Planning a program of study that, as much as possible, meets the individual needs, interest, and abilities, of students.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.
- Using instructional technology.

Ability to:

- Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups being taught.

EDUCATION AND EXPERIENCE

Bachelor's degree (minimum) in Science or related field. Successful teaching experience desirable.

CERTIFICATION

Certificate, teaching license for area in which applying to teach, or other legal credential required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

Drug Test

Certificates & Licenses

Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment"
900 Gerry Street
Gary, IN 46406

Human Resources Department
Certified: November 18, 2019

EQUAL OPPORTUNITY EMPLOYER

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