

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Teacher-Preparing for College and Careers

SALARY: Based on Union Contract

REPORTS TO: Principal

PURPOSE STATEMENT

Preparing for College and Careers addresses the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. The focus of the course is the impact of today's choices on tomorrow's possibilities. Topics to be addressed include twenty-first century life and career skills; higher order thinking, communication, leadership, and management processes; exploration of personal aptitudes, interests, values, and goals; examining multiple life roles and responsibilities as individuals and family members; planning and building employability skills; transferring school skills to life and work; and managing personal resources. This course includes reviewing the 16 national career clusters and Indiana's College and Career Pathways, in-depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios. A project based approach, including computer and technology applications, cooperative ventures between school and community, simulations, and real life experiences, is recommended.

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.

- Employs 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.

- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of corporation specialists as required
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, corporation policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Maintains and improve competence through regular professional development activities.
- Makes self-available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Attends staff meetings and serves on staff committees as required.
- Acquires and maintains a thorough understanding of student assessment instrument used by the corporation and uses results on a regular basis to diagnose learning progress and provide and execute education interventions, where required.
- Clarifies assessment results and trends for students, staff, and parents.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

Assigned and students.

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 individuals with disabilities to perform the essential functions.

Knowledge of:

Skill in:

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

Ability to:

- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.

EDUCATION AND EXPERIENCE

Must have a Bachelor's or Master's Degree in Education. Previous teaching experience with special needs students is desired. Demonstrate excellent oral and written communications skills. Must comply with NCA accreditation for Early Childhood. Must comply with Board academic standards for employment as a teacher.

CERTIFICATION

Must possess a valid Indiana Teaching License.

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.

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

Clearances

- 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 to:

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

EQUAL OPPORTUNITY EMPLOYER

Teacher – Preparing for College and Careers