

## JACKSON PREPARATORY & EARLY COLLEGE

### STAFF RESPONSIBILITIES

<b>Position:</b>	ELA Teacher
<b>Reporting Relationship:</b>	Principal/Provost/AccessPoint
<b>Employment Type:</b>	Professional/At-Will/Exempt
<b>Name of Employer:</b>	Access Point
<b>Position Type:</b>	Full-time
<b>Criminal Background Check Requirement:</b>	Yes

#### Essential Functions:

- Responsible for knowing and implementing the curriculum adopted by JPEC
- Responsible for an instructional program and the utilization of teaching methods which consider the individual needs, interests, abilities, and maturity levels of the students
- Responsible for the application and use of formative and summative assessments as required by federal, state, and JPEC guidelines and regulations
- Responsible for establishing positive relationships with students
- Responsible for establishing positive and proactive relationships with parents and families.
- Demonstrates professional conduct and practices, and demonstrates responsibility for the supervision of students at all times
- Designs individual and flexible learning plans for students
- Responsible for academic advising and coaching
- May be assigned as a department head
- Perform other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES:

None

#### CONTACTS AND PURPOSE OF CONTACTS:

*Internal:* Coordinate and communicate with all areas of Jackson Preparatory & Early College and Jackson College including Provost, Instructional Deans, faculty, Institutional Research, Scheduling Office and Business Office.

*External:* Frequent contact with educational partners, prospective instructors, business and community leaders, prospective parents and students.

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must have a Bachelor's Degree
- Must have a valid Michigan Teaching Certificate with a proper endorsement in specified subjects
- Must have a satisfactory background

#### PROFESSIONAL QUALITIES AND ABILITIES:

- Possesses a positive attitude; able to see good in self and others
- Shows flexibility including the acceptance of and willingness to change; see change as an opportunity for growth
- Seeks improvement over time by taking risks and trying new things
- Knows and acknowledges personal limits
- Displays self-discipline and strong work ethic
- Accepts responsibility for professional and personal growth
- Demonstrates commitment to be a productive/supportive member of the JPEC community
- Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results
- Accepts criticism gracefully and uses it as an opportunity for growth
- Handles conflict effectively.
- Inspires others; sets an example of professionalism both within JPEC and the community
- Serves as a role model of good written and oral communication skills and good time management skills
- Leads and/or follows as circumstances require

## **Americans with Disabilities Act (ADA) compliance section**

### **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.

### **LANGUAGE SKILLS:**

Able to analyze, read, and interpret the most complex documents. Have the ability to respond effectively to the most sensitive inquiries or complaints. Have the ability to write speeches and articles using original or innovative techniques or style. Have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or Boards of Governor's.

### **MATHEMATICAL SKILLS:**

Have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Have the ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

Have the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Have the ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc..) in its most difficult phases. Have the ability to deal with a variety of abstract and concrete variables.

### **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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is required to stand and walk, reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

**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.

While performing the duties of this job, the employee is exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.