

## **PLEASE POST**

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**SUBJECT:** Vacancy

**FROM:** Nora Jefferson, Assistant Superintendent  
Human Resources/Labor Relations

**DATE:** February 26, 2008

Notice is hereby given of the following positions, which are now available in the Benton Harbor Area School District. Interested candidates who are qualified and are now employed in the school district may apply for this position, in writing, to the Human Resources Office within ten (10) days, February 26, 2008, through March 10, 2008 of this posting notice.

**JOB TITLE:** Social Studies Teacher  
**LOCATION:** BHHS- Communication, Arts and Business Academy  
**SUPERVISOR:** Building Principal

### **JOB SUMMARY:**

Job responsibilities include but are not limited to: Teaching courses in Social Studies and related subjects; developing lesson plans; providing opportunities for individualized and small group instruction; and establishing and maintaining student behavior in order to provide a productive classroom environment.

### **MINIMUM QUALIFICATIONS:**

1. Valid Michigan teaching certificate with appropriate endorsement.
2. Prior successful teaching experience preferred.
3. Proven ability to meet the challenges of an urban-rural, multi-racial, multi-ethnic school district.
4. Other qualifications as the Board of Education may find appropriate and acceptable.

### **ESSENTIAL FUNCTIONS:**

1. Teach courses in Social Studies, History, Geography, American Government, Political Science or Humanities, utilizing a course of study adopted by the Board of Education and curriculum guidelines in teaching individual course content.
2. Develop a balanced Social Studies program involving factual background material, material on current events, and appropriate activities designed to encourage students to develop skills.
3. Provide opportunities for individualized and small group instruction to adapt the curriculum to the needs of each student.
4. Develop an understanding of the contributions of racial, religious and political groups to American culture.
5. Encourage students to become aware of the complexity and interrelations of local, state, national and world problems.
6. Establish and maintain standards of student behavior for a productive learning environment during class sessions and field trips.
7. Evaluate each pupil's growth in knowledge and skills in the course being taught.

(over)

## **ESSENTIAL RESPONSIBILITIES**

1. Instruct students in citizenship and basic subject matter specified in state law and administrative rules and regulations of the Board of Education.
2. Select and requisition books, instructional materials, and supplies and maintain required inventory records.
3. Identify student needs and cooperate with other professional and support staff in assessing and helping students solve health, attitude, and learning problems.
4. Communicate with parents and with guidance counselors on individual progress of students.
5. Supervise students in out of classroom activities during the assigned workday.
6. Participate in curriculum development programs as required.
7. Participate in faculty committees and the sponsorship of student activities.
8. Participate cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformity with district guidelines.
9. Assist students in the selection and development of individual research projects.
10. Maintain professional competence through inservice education activities provided by the district and/or self-selected professional growth activities.
11. Perform other duties that may be assigned by the Superintendent or designee.

### **Statement of Assurance**

It is the policy of the Benton Harbor Area Schools District not to discriminate on the basis of race, religion, color, national origin, sex, age, marital status, height, weight, or disability in its employment practice as well as in its educational program, activities, and services. The Board reaffirms its policy to comply with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

### **Notice to Applicants with Disabilities**

The employer will make reasonable accommodations for employees with disabilities. However, any person seeking such accommodation must do so within 182 days of the time he/she becomes aware of that need.