



# CASSOPOLIS PUBLIC SCHOOLS

**Cassopolis Public Schools  
Administration Office**  
725 Center Street  
Cassopolis, MI 49031  
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**Superintendent**  
Dr. Angela Piazza  
269-445-0503

**Sam Adams Elementary School**  
114 S. Depot Street  
Cassopolis, MI 49031  
Phone: 269-445-0517  
Fax: 269-445-0521

**Principal**  
DeeAnn Melville-Voss  
Phone: 269-445-0515

**Assistant Principal**  
Debra Stermer  
Phone: 269-445-0530

**Ross Beatty Jr./Sr. High School**  
22721 Diamond Cove Street  
Cassopolis, MI 49031  
Phone: 269-228-5833  
Fax: 269-445-3112

**Principal**  
David VanLue  
Phone: 269-445-0506

**Dean of Students/Athletic Director**  
Matthew Brawley  
Phone: 269-445-0543

**Adult/Alternative Education**  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0536  
Fax: 269-445-2100

**Director**  
Jeff Wernette

**Special Education Director**  
Sara Park  
Phone: 269-445-0503  
Fax: 269-445-0505

June 12, 2018

**POSITION:** Elementary Level Teacher

**REPORTS TO:** Principal and Assistant Principal

**Job Summary:** Under the direct supervision of the building principal, the classroom teacher is to create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provided a good foundation in accordance with each student's ability; to establish good relationships with parents and other staff members.

**Qualifications:**

1. Professional Educator License with Self Contained General Education Endorsement or Required Endorsement.
2. Demonstrated capabilities in leadership, public and community relations, academic competence.
3. Applicants must possess effective behavior management skills.
4. Applicants must be able to structure a classroom to maximized student learning.
5. Applicant must be able to establish effective communication skills with a variety of stakeholders.
6. Demonstrated capabilities in leadership, public and community relations, academic competence.
7. Demonstrated knowledge of course outlines curriculum and text used.

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**Salary:** Per Master Agreement

Application procedure: Apply in writing to Angela Piazza, Ed.D., Superintendent, Cassopolis Public Schools, 725 Center Street, Cassopolis, MI 49031 or to [smartynowicz@cassopolis.org](mailto:smartynowicz@cassopolis.org)

**Posted 5/12/2018 Until Filled)**

*It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.*

*All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society*

**Essential Duties and Responsibilities:**

1. To implement all district policies as they relate to the classroom.
2. Guarantee every student shall receive an equal opportunity for an education.
3. Teach English Language Arts, social science, mathematics, science, to students in a classroom, utilizing the course of study adopted by the district, and other appropriate learning activities.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
5. Uses a variety of instructional strategies to present material to students.
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
7. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
8. Evaluates students' academic and social growth, keeps appropriate records, and prepares reports as needed and required.
9. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
10. Identifies student needs and cooperates with other professional staff members in assessing and helping student solve health, attitude, and learning problems.
11. To seek assistance from or through the building principal or other support personnel to improve the instructional program or to solve specific problems.
12. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and learning centers.
13. Maintains professional competence through in-service professional development opportunities.
14. Requisition instructional materials and supplies as required.
15. Attend all meetings as required such as: faculty, parent teacher conferences, etc.
16. Prepare for, conduct, and attend parent teacher conferences as required.
17. Supervises students in out-of-classroom activities during the school day.
18. Administers group standardized tests in accordance with state and district testing protocols.
19. Participates in curriculum development programs as required.
20. Maintain commitment to ongoing professional development.

**The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.**