

Vacancy

March 10, 2010

POSITION: Reading Teacher (1.0)
Ernie Davis Middle School

GENERAL DATA: Full time position effective immediately

CERTIFICATION: Appropriate New York State certification is **required**

WORK DAY: For unit members hired after June 30, 2005, work day will be 7 ½ consecutive hours with a starting time and ending time which may, but is not necessarily, different from the work day of the majority of unit members in the assignment. ”

SALARY: Commensurate with education and experience

TO APPLY: Candidates must submit cover letter, completed application (available on web page), college transcripts, copy of NYS certification and three (3) letters of reference not more than three (3) years old

District employees need only submit letter of interest with signature and an updated resume. No e-mail letters will be accepted.

DEADLINE: March 23, 2010

REPLY TO: Diane K. Spotts, Assistant Superintendent of Administration,
ECSD, 951 Hoffman Street, Elmira, NY 14905

Diane K. Spotts
Assistant
Superintendent of
Administration
951 Hoffman Street
Elmira, NY 14905
(607) 735-3038
Fax: (607) 735-3002

As required by Title IX of the Educational Amendments of 1972, the City School District of the City of Elmira, NY hereby notifies all applicants for admission and employment, students and parents of students, employees, sources of referral of applicants for admission and employment of all unions and professional organizations holding collective bargaining of professional agreements with it that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that is required by Title IX and Part 86 not to discriminate in such matter. All inquiries concerning the application of Title IX and Part 86 shall be addressed to Personnel Administrator, 951 Hoffman Street, Elmira, NY 14905 or to the Director of the Office of Civil Rights of the Department of Health, Education and Welfare.

TITLE: **Teacher**

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Principal

JOB GOAL: To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
4. Encourages students to set and maintain standards of classroom behavior.
5. 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 involved.
6. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Evaluates student progress on a regular basis.
9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
10. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
11. Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Attends and participates in faculty meetings.
13. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
14. Assists in the selection of books, equipment, and other instructional materials,
15. Accepts a share of responsibility for co-curricular activities as assigned.
16. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
17. Establishes and maintains cooperative relations with others.
18. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year will be according to the schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Criteria

SCHOOL: DISTRICTWIDE

CRITERIA: CLASSROOM TEACHER

- Demonstrates commitment to student success.
- Demonstrates a variety of effective teaching strategies that respond to students' learning styles and developmental needs.
- Demonstrates a knowledge of using technology for instructional purposes.
- Demonstrates a variety of effective teaching techniques and models which actively involve all students.
- Demonstrates a working knowledge of a variety of assessment techniques to effectively measure student learning.
- Demonstrates current knowledge of subject matter.
- Demonstrates continuing professional growth and development.
- Demonstrates strong academic preparation and commitment to lifelong learning.
- Demonstrates an understanding of classroom management skills.
- Demonstrates ability to differentiate instruction for all students.
- Demonstrates the ability to work with other colleagues to provide an integrated program for all students.
- Demonstrates a commitment to establish regular communication with parents.
- Demonstrates strong interpersonal skills.
- Demonstrates a working knowledge of the New York State Learning Standards and a commitment to the All Regents concept.

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Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before your candidacy can be considered, your application file must be complete. A completed file includes the following:

1. Completed Application of Employment
2. A current resume
3. Letter of Interest
4. Three signed current letters of reference (not more than three years old).
5. Copies of your undergraduate and graduate transcripts (no internet copies please/must be on school letterhead).
6. Photocopy of your New York State Teaching Certification

When all of these pieces of information are on file in the Personnel Office, your application materials will be considered complete. Every application packet will be reviewed, but it may not be possible to interview each applicant. Application materials are kept in our active file for a period of one (1) year. If your application is selected for an interview, you will be notified.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts
Assistant Superintendent of Administration

DKS/ljd

FINGERPRINTING FEE NOTICE

To the Perspective Employee:

New York State requires fingerprinting of all school district employees. The cost is \$94.25. It is the responsibility of the employee to pay this fee. The fee must be paid in full at time of hire using ONLY a Visa, MasterCard or Debit card. Prepaid credit cards may be purchased at many local grocery and pharmacy stores. Please make sure to activate your card prior to your appointment.

If you have any questions, contact our Human Resources Office at 607-735-3020.