

**SCHOOL CITY OF EAST CHICAGO
2022-2023 School Year**

POSITION: English Teacher(s) Secondary High School

REPORTS TO: Building Principal

JOB SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in area of major study
- Valid Teaching Certificate in area of study required
- Proper Certification Required

DUTIES AND RESPONSIBILITIES

1. Teaches District approved curriculum.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Prepares for classes assigned.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Experience Skyward Student Management.
6. 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.
7. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals—established clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
8. 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.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
11. Encourages students to set and maintain standards of classroom behavior.
12. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
13. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
14. Is available to students and parents for education-related purposes outside the instructional day.
15. Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the school duties.

SALARY:

- Commensurate by Experience and Education
- Competitive package provided

START DATE: 2022-2023 School Year/ Upon Board Approval

APPLICATION DEADLINE: OPENED until filled.

Please submit a letter of interest and credentials/resume to:

Marlon Mitchell, Ph.D.
Director of Human Resources
School City of East Chicago
1401 E. 144th Street
East Chicago, IN 46312
mmitchell@ecps.org
HumanResources@ecps.org

Apply **on-line@:**<https://rds.ecps.org/rdsonlineapp/> {applies to out of district applicants}

Look for postings on-line @ www.scec.k12.in.us Links/JOB OPENINGS