

Mandaree Public School  
PO Box 488  
Mandaree, ND 58757  
Business Office 701-759-3120  
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[www.mandaree.k12.nd.us](http://www.mandaree.k12.nd.us)

## Position Announcement

April 3<sup>rd</sup>, 2017

**Position:** H.S. English Teacher

**Salary:** DOE

**Opening Date:** Current

**Closing date:** Open until Filled

### **Brief Description: of Duties and Qualification**

#### **Major Duties:**

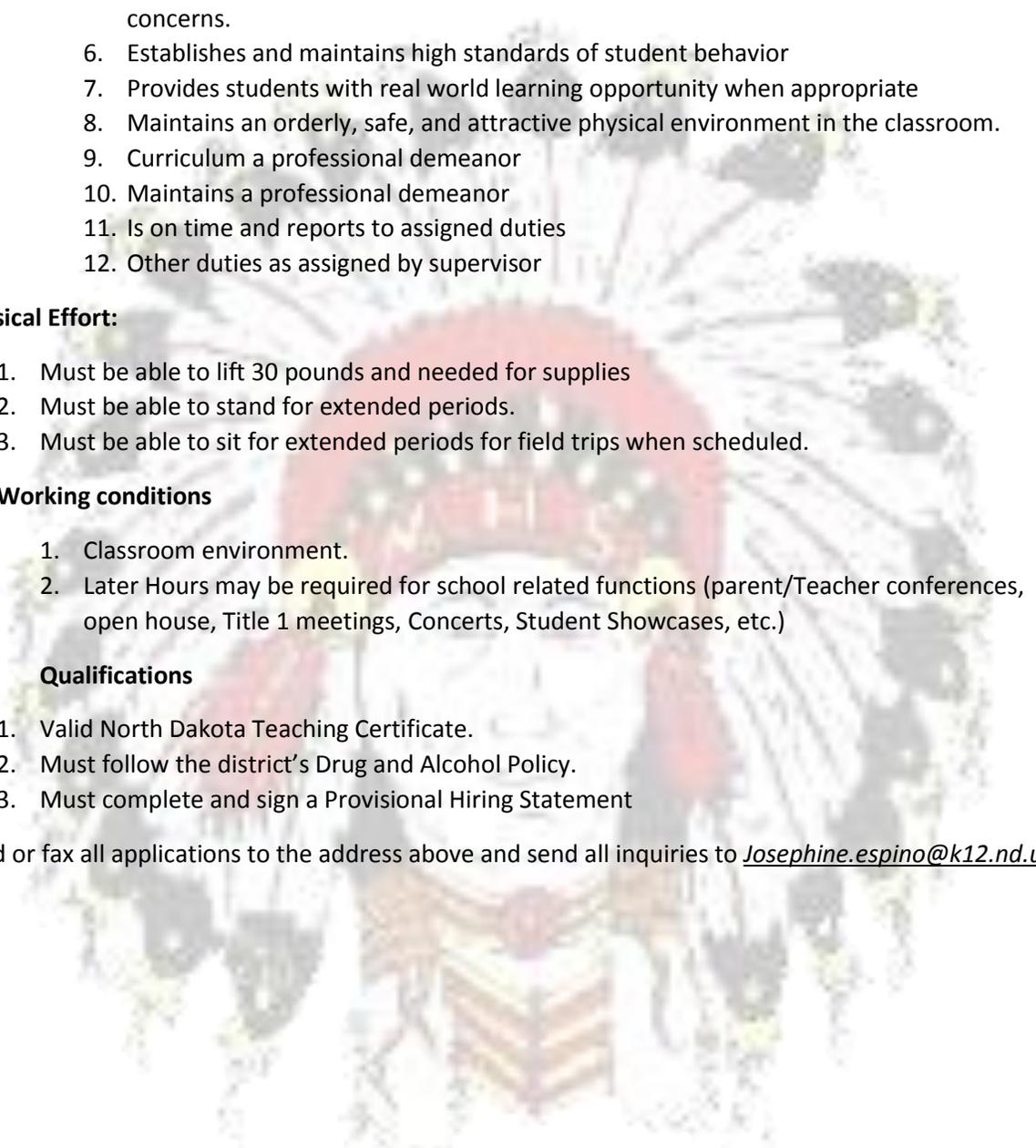
1. Teaches subject matter at grade level
2. Prepares daily lesson plans that are based on unit plans.
3. Actively involves parents in their child's education, including the provision of frequent indicators of progress and upcoming lesson objectives and standards.
4. Selects, stores, orders, issues, cares for, and inventories equipment, materials, and supplies used in the classroom.
5. Instructs effectively with technology and teaches the tools of technology within coursework.
6. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

#### **Skills and Knowledge:**

1. Participates and implements strategies from on-going professional development.
2. Demonstrates professional etiquette to colleagues and is a contributing member of the school's community.
3. Knowledge of grade/content specific standards and benchmarks.

#### **Duties and Responsibilities:**

1. Implements effective instructional practices, differentiated instructional strategies, and sheltered English instructional strategies to meet the individualized needs of all students
2. Implement all school improvement strategies.

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3. Performs on going, frequent, and specific assessments to gauge the learning of students and adjusts instruction in response to data. Maintains a data binder for reference and to determine student progress.
  4. Modifies instruction for students with disabilities and adheres to the modifications in a student's Individualized Education Plan.
  5. Confers with student, parents, school counselor, and/or principal to resolve student concerns.
  6. Establishes and maintains high standards of student behavior
  7. Provides students with real world learning opportunity when appropriate
  8. Maintains an orderly, safe, and attractive physical environment in the classroom.
  9. Maintains a professional demeanor
  10. Maintains a professional demeanor
  11. Is on time and reports to assigned duties
  12. Other duties as assigned by supervisor

**Physical Effort:**

1. Must be able to lift 30 pounds and needed for supplies
2. Must be able to stand for extended periods.
3. Must be able to sit for extended periods for field trips when scheduled.

**Working conditions**

1. Classroom environment.
2. Later Hours may be required for school related functions (parent/Teacher conferences, open house, Title 1 meetings, Concerts, Student Showcases, etc.)

**Qualifications**

1. Valid North Dakota Teaching Certificate.
2. Must follow the district's Drug and Alcohol Policy.
3. Must complete and sign a Provisional Hiring Statement

Send or fax all applications to the address above and send all inquiries to [Josephine.espino@k12.nd.us](mailto:Josephine.espino@k12.nd.us)