



Kalamazoo Regional Educational Service Agency Job Description

Job Title: EFA Teacher
Reports To: Director of EFA
FLSA Status: Exempt
Prepared By: EFA - MS
Approved By: Human Resources
Prepared Date: 02/2003
Last Revised Date: 02/2003

Summary:

Instructs pupils in fine arts, such as painting, sketching, designing, cutting and sculpturing, theatre/acting, music, set design, etc., by performing the following duties.

Essential Duties and Responsibilities:

- Prepares lesson plans and establishes course goals
- Plans educational activities that teach skills/techniques to students
- Prepares teaching materials for utilization in class
- Lead rehearsals, direct plays and generate original works of art
- Selects books and art supplies for courses
- Demonstrates method and procedure to pupils
- Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement
- Confers with student, parent and counselor to resolve student problem
- Accompanies students on field trips to museums or galleries
- Directs planning and supervision of student contests and arranging of art exhibits
- Oversees field trips
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; Michigan Secondary Teaching Certificate

Certificates, License, Registration:

Michigan Secondary Teaching Certificate from State of Michigan

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.