



Calumet High School

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CLK Public Schools Calumet High School Apprentice Teacher Job Description June 2025

Summary:

The role of an apprentice teacher is to learn how to become an effective teacher while working directly with students and a mentor teacher to help provide high quality, mission aligned education for students. Apprentice teachers are enrolled in coursework with a leading Education Preparation Provider (EPP), preferably in a facilitated program like Talent Together, leading to Michigan teacher certification. The role is for one full school year, upon which - with the satisfactory completion of the registered apprenticeship, passage of the relevant Michigan Teacher Certification Test(a) and completion of required EPP coursework - the apprentice teacher would be eligible to become a full-time, certified teacher of record.

Compensation and Schedule:

Full-time/40 hours per week during the regular school calendar year. Compensation is \$33, 499.20 for the year. Standard benefits including paid time off, paid school closures, and healthcare are included.

Management

Reports to: The Apprentice Teacher is directly supervised by the Mentor Teacher and reports to the school's principal. The Apprentice Teacher must remain in good standing with the district, and both their EPP and any supporting program, such as Talent Together.

Responsibilities:

Through authentic practice alongside a qualified mentor teacher, an apprentice teacher's role is to learn and develop in the practice of teaching. Apprentice teachers will be coached and developed by a mentor teacher, whose classroom they are assigned to.

Responsibilities:

- Show continual progress on competencies as outlined in on-the-job learning standards
- Help maintain a safe, secure, and healthy educational environment in the classroom
- Work with a mentor teacher to implement curricula, including developing and/or customizing lesson plans, delivering lessons, analyzing student work, and assessing student progress towards academic standards
- Engage with the students to actively facilitating their learning with gradually increasing instructional responsibilities with the support of a mentor teacher from the mentor teacher over the course of the year
- Work with the mentor teacher to develop and practice communication with families in accordance with district, state and federal expectations and requirements

- As a school system employee, reports abuse or neglect as a mandated reporter
- Complete coursework and training as directed by the education preparation program and training program, such as Talent Together
- Participate in all required district professional development and other meetings as required by school leadership
- Comply with all IEPs, 504s, and other legally required plans for students

Qualifications:

- Maintain participation in EPP and meet all attendance and professional conduct requirements as established by the EPP and school district
- Maintain a minimum grade point average as required by the EPP
- Pass teacher Michigan Test(s) for Teacher Certification
- Remain employed by school district
- Continue to complete competencies as scheduled by the on-the-job training schedule
- Effective positive communication skills
- Be committed to conflict resolution work with other staff members
- Be committed to learning about and implementing the mission and vision of the district and certification program
- Be able to perform the physical responsibilities of the role