



Announcement of Vacancy

At Glen Lake we take pride in our dedication to excellence and pursuit of being the best school district in Michigan. As we actively seek new staff members to be part of our school family we are looking for candidates that have a passion for working in a school environment that knows that relationships matter. Candidates will need to demonstrate a desire to be part of a purposeful community and have a solid understanding that cognitive functions are built on emotional platforms.

Details:

Position: Building Aide/Teacher Substitute (Employed through WillSub*)
Location: Glen Lake Schools (Elementary or Secondary, as assigned)
Reports to: Elementary and Secondary Principals
Wage: \$125-\$150/day depending on assignment

Preferred Qualifications:

- Bachelor's degree in education with a valid Michigan teaching certificate.
- Other qualifications as the Superintendent and Board of Education may find appropriate.

Substitute Responsibilities:

- Be comfortable subbing in positions that are one-to-one special education aides, if necessary.
- Be prepared for outdoor supervision and classroom activities.
- Help students learn subject matter and skills that will contribute to their educational and social development when the assigned teacher or parapro is on leave.
- Follow all rules, policies and procedures of Glen Lake Community Schools, along with state and federal regulations pertaining to school issues.
- Maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.



- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employ instructional methods and materials that are most appropriate for meeting stated objectives.
- Work in partnership with staff to ensure a collaborative environment and feel supported
- Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
- Perform related duties and responsibilities as assigned by the Glen Lake administration..

Application Procedure:

Please submit a letter of interest and resume, via email, to Ben Papes @ papesb@mylakers.org.

**This position is not through Glen Lake Community Schools.*

Glen Lake Schools, An Equal Opportunity Employer

It is the policy of the Glen Lake Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in School District activities, programs, and employment.