



Columbia School District  
11775 Hewitt Rd. Brooklyn, MI 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641

January 22, 2019

## Job Posting

### Notice of Opening for 2018/2019 School Year One Full-Time Kindergarten Long Term Substitute Teacher

#### Qualifications

Possession of a bachelor's degree in elementary education and valid credentials from the State of Michigan  
Excellent communication skills, both oral and written  
Student focused approach  
High degree of flexibility  
Ability to work well in a fast paced environment  
Team player

#### Description

The teacher will be required to follow a curriculum to instruct children in developmental skills. It is important to prepare children to become successful leaders of tomorrow by assisting students to socialize and interact with each other.

A great teacher should possess the ability to understand small children and find teaching them a pleasure. Patience, perseverance, excellent communication, interpersonal skills, a calm nature and kindness are required.

#### Responsibilities

- ✚ Develop and implement a developmentally appropriate kindergarten program for young children.
- ✚ Plan and implement activities to meet the physical, emotional, intellectual and social needs of the students.
- ✚ Develop weekly and monthly schedules of activities.
- ✚ Plan activities that introduce math and literacy concepts.
- ✚ Be familiar with emergency procedures.
- ✚ Ensure equipment and facilities are clean, well maintained and safe at all times.

- ✚ Help maintain pupil morale and assist in establishment of good school-community relations.
- ✚ Keep parents informed of program expectations, program activities and their child's progress.
- ✚ Participate in public oriented activities related to his/her teaching assignment and building, such as:
  - a. Parent-Teacher meetings and conferences
  - b. Open House
  - c. Public performance of children in plays, concerts, athletic activities, etc.
- ✚ To be available to students before the opening of the pupils' regular school day in the morning and be available in your classroom or building after close of the pupils' regular school day according to negotiated contractual agreement.
- ✚ Assist administration in the implementation of school and board policies.
- ✚ To perform miscellaneous duties from time to time as assigned by the building principal.

### Evaluation

Performance will be evaluated per Michigan Department of Education guidelines

Deadline: Friday, January 25, 2019

Send letter of interest to:  
Monika Cook  
Assistant to the Superintendent  
Columbia School District  
11775 Hewitt Rd.  
Brooklyn, MI 49230  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)