



Columbia School District

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

April 17, 2019

Notice of Opening for 2019/2020 School Year Secondary Social Studies Teacher

Qualifications

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

Job Description

Social Studies teachers must be highly organized to plan and deliver lessons and to evaluate student work in a timely manner. Teaching requires a great deal of patience, and Social Studies teachers must be able to present materials in a variety of ways to accommodate different learning styles. They need to be able to communicate well with students, parents and other teachers.

Various Duties

- Complete a variety of assignments to teach subjects.
- Initiate, facilitate, and moderate classroom discussions.
- Evaluate and grade students' class work, assignments, and papers.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain student attendance records, grades, and other required records.
Follow educational plans for the individual students.
- Keep parents informed of program expectations, activities and their child's progress.
- Perform miscellaneous duties from time to time as assigned by the principal.
- Participate in teacher training, as required.

Deadline: Friday, May 3, 2019 - noon

Send letter of interest, resume, proof of teacher certification, MTTC scores, references, and three letters of recommendation to:

Monika Cook
Administrative Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
(517) 592-6641

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