



# 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 Math Teacher

### Qualifications

Possession of a bachelor's degree and valid education 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 fast paced environment  
Team player

### Job Description

Math 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 Math 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 student.
- Evaluate students' class work, study skills and social skills.
- Keep parents informed of program expectations, activities and their child's progress.
- Be familiar with emergency procedures.
- 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  
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11775 Hewitt Rd.  
Brooklyn, MI 49230  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)