



## Columbia School District

11775 Hewitt Rd. Brooklyn, MI 49230

Dr. Pamela Campbell, Superintendent  
(517) 592-6641

May 31, 2023

### Notice of Opening for the 2023/2024 School Year One Full-Time Elementary 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

A 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 the 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 the 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.

### Terms of Employment

Salary, fringe benefits, and working conditions are in accordance with the agreement between the Columbia School District Board of Education and the Columbia Education Association.

### Evaluation

A performance will be evaluated per Michigan Department of Education guidelines

Deadline: Wednesday, June 14, 2023

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