



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

July 19, 2023

**Notice of Opening for 2023/2024 School Year
Secondary English 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 English
Excellent communication skills, both oral and written
Student-focused approach
High degree of flexibility
Ability to work well in fast-paced environment

Job Description

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

Various Duties

- + 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.
- + Participate in teacher training as required.

Deadline: July 31, 2023 - noon

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

Monika Cook, Administrative Assistant to the Superintendent
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
Monika.Cook@myeagles.org