



## **Columbia School District**

11775 Hewitt Rd. Brooklyn, MI 49230  
(517) 592-6641

August 7, 2023

### **Notice of Opening for 2023/2024 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 a 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 student's 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' classwork, 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: August 14, 2023, 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  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)