



School District of the City of Pontiac Human Resources Vacancy Announcement

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT: City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	ELA Teacher (Multicultural Literature)
POSITION DESCRIPTION:	The Multicultural Literature Teacher provides leadership and direction at the school level, working to design, implement, coordinate, and evaluate a comprehensive English program. In addition, the teacher works directly and aggressively with the lowest achieving students to substantially accelerate their performance. Under the supervision of the building principal and district representative, the teacher will provide diversified strategies and activities specifically designed for targeted students.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	Per PEA Master Agreement
LOCATION:	Pontiac High School
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Exempt
DATE OF POSTING	August 22, 2025
INTERNAL POSTING URL:	Online Employment Application Open Positions (applitrack.com)
APPLICATION PROCESS:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions
QUALIFICATIONS:	<ul style="list-style-type: none"> • Bachelor's Degree and required certification • Minimum of three years' successful classroom teaching experience, with special emphasis on language arts and/or reading instruction. • Expert knowledge of effective instruction and best practices • Exceptional knowledge in the use of assessment and assessment data to implement them effectively • Exceptional knowledge in the use technology to support instruction • Demonstrable ability to plan and evaluate strategies for improving instruction • Ascribes to the philosophy that all children can succeed and demonstrates the commitment to do what is necessary to make this a reality
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> • Physical Education Endorsement • Criminal background check • Drug screen required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Effectively deliver instruction based on curriculum and content standards identified by the State of Michigan and Pontiac School District.
- Integrate best practices using grade level content standards established by the State of Michigan for all core subjects during the school day and/or during structured, before/after school intervention programs.
- Demonstrate a high level of skill in all aspects of instruction that accelerates the learning of struggling students.
- Scaffold student learning so they are required to read, write, and think on a regular basis with the inclusion of before, during, and after strategies.
- Promote highly specialized instruction in which struggling students thrive: instruction that is explicit, intensive, accelerated, and provides ample practice.
- Implement strategies for instruction and teach strategies for student learning that increase knowledge and application in all content areas. Coordinate instruction across content and instructional settings.
- Develop a repertoire of assessment strategies consistent with instructional goals, teaching methods, and individual student needs to more accurately assess skills and understandings central to the content of core subjects including portfolios, demonstrations, journals, class critiques, use of rubrics and discussions.

OTHER DUTIES:

- Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity.
- Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions.
- Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping.
- Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions.
- Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.
- Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES &
REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 8.22.2025