



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: Title II, Title VI & Title IX Coordinators: Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Secondary Art Teacher
POSITION DESCRIPTION:	The Art Teacher provides leadership and direction at the school level, working to design, implement, coordinate, and evaluate a comprehensive art program.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	Per PEA Master Agreement
LOCATION:	Pontiac Middle School
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Non-Exempt
DATE OF POSTING	August 19, 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 • Minimum of three years successful classroom teaching experience, with special emphasis on Art instruction • Certification in Art Instruction, LQ Endorsement • 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"> • Teacher certification with a LQ endorsement • Criminal background check • Drug screen required

<p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Collaborate with other content teachers, special education teachers, parents, and students to provide strategies that may be used to enhance a student's skills. • Work cooperatively with building administrators to promote across the curriculum by providing professional development that targets research, strategies and modeling of instructional practices to support teachers in their implementation of core subjects in their curriculum area. • Provide recognition of a variety of student accomplishments and positive behaviors. Demonstrate the ability to supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive. • Engage in on-going professional development to increase knowledge and skills in supporting art development for adolescent students and students who represent sub-group populations.
<p>OTHER DUTIES</p>	<ul style="list-style-type: none"> • 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.
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Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 8.19.25