



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 13717

POSITION: Long-Term Substitute – ELA

LOCATION: Novi High School

SCHEDULE: Daily, beginning November 15, 2025

SALARY: Per the NEA Agreement

POSTING DATE: September 4, 2025

DEADLINE: Until Filled

JOB DESCRIPTION

- High school ELA Classes – Primarily 10th Grade
- Flexible and capable teaching ELA to highly-motivated students
- Collaborator with Professional Learning Community to help support common practices and opportunities for all students.

QUALIFICATIONS

Required Education/Certification

- ELA (BX, BA, BQ) Major certification/endorsement required
- Valid Michigan secondary teacher certificate
- Demonstrated skill in addressing both academic and behavioral needs of students in grades 9-12
- Excellent communication and listening skills with the ability to work effectively and collaboratively with students, parents, and staff
- Demonstrates innovative usage of technology and collaborative learning strategies to engage students
- Knowledge of and ability to differentiate instruction

Preferred Experience

- *Experience HS ELA*

RESPONSIBILITIES & DUTIES

- Provide high-quality ELA instruction, feedback and support for student learners, and valid assessments to measure growth

SCHOOL/COMMUNITY RELATIONS

- Interacts with and provides information to the community regarding special education programs.
- Promotes and communicates high expectations of student performance.
- Communicates with parents regarding student progress, concerns, and programs.

APPLICATION:

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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Students who are passionate, empowered, and prepared for their world and their future.

novi.k12.mi.us/