



NOTICE OF VACANCY

POSITION: English Language Arts Teacher

LOCATION: Oak Park High School

SCHEDULE: 1.0 FTE

SALARY: In Accordance with the OPEA Agreement

GRADES: 6-12

BENEFITS: Comprehensive Benefit Package

POSTING DATE: October 16, 2025

DEADLINE: October 30, 2025 or Until Filled

DESCRIPTION:

The Oak Park School District includes three neighborhood secondary schools; NOVA, Oak Park Preparatory Academy, and Oak Park High School. Each school thrives to develop and support the academic, social and emotional growth of students who are eager to learn, discover and grow. Oak Park Schools is committed to a culture of high expectations and continuous improvement through aligned and meaningful professional development opportunities, a partnership with Oakland ISD services, and data teams to drive instructional decisions and best practices. Oak Park School District is seeking an English Teacher who is intrinsically motivated; who has a deep desire to grow professionally; who believe children deserve to learn in an environment with the highest level of cultural competence; who is committed to providing children with boundless opportunities; and who understand that initiative, rigor and grit are essential to be a great teacher leader in the 21st Century.

QUALIFICATIONS:

Required Education/Certification

- Bachelor's Degree in the field of English Language Arts.
- Valid Michigan Teaching Certification with a (BX) or (BA) endorsement
- Valid out-of-state Teaching Certification, with a proper Temporary Teacher Employment Authorization through the Michigan Department of Education with a comparable English (BX) or (BA) endorsement

Preferred Experience

- Teaching experience at the secondary level.
- Demonstrated ability to provide instructional leadership for all learners.
- Experience with a diverse student and parent population.
- Strong organizational skills, flexibility and the ability to prioritize the completion of work in a timely manner.
- Outstanding written and verbal communication skills.

AN EQUAL OPPORTUNITY EMPLOYER

The Oak Park School District is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff. The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds.

GENERAL DUTIES AND RESPONSIBILITIES:

- Create an inviting and nurturing classroom that meets the needs of all learners academically, culturally, socially and emotionally.
- Collaborate, create and implement rigorous lessons that are engaging, meaningful and aligned with the district and state standards by grade and subject matter.
- Implement Individual Education Plan's (IEP), 504's, English Language Learner lessons and general education plans with the highest level of integrity and fidelity.
- Use multiple assessments to measure, determine and support student growth and development throughout the school year.
- Maintain up-to-date grading for immediate student feedback and to inform instructional strategies to meet student needs of each student.
- Establish clear expectations, routines, ownership and engaging lesson plans to provide a safe environment for optimal academic, social and emotional growth.
- Build and maintain positive partnerships with parent/guardians to maximize student support.
- Participate in professional development opportunities that are aligned with the English department's district and school's mission, vision and goals.
- Be an active member of the school community through, Professional Learning Communities, various building and district committee work, the School Improvement Team and other leadership opportunities as presented.
- Any other duties assigned by principal or designee.

ESSENTIAL DUTIES:

- Provide an educational program that meets the educational needs of each student.
- Provide instructional guidance which is consistent with District expectations and which meets the educational needs of all students.
- Communicate with students, parents, administrators and other staff members in a professional manner which is consistent with District and school expectations.
- Plan, implement, record data and create reports consistent with District, State and Federal mandates.
- Provide supervision which ensures a safe and nurturing work environment.
- Manage of time, equipment, and materials efficiently and maintain a physical and emotional environment that is well-organized and student centered.

APPLICATION METHOD:

EXTERNAL CANDIDATES: All interested and qualified external applicants must complete an application and upload all necessary documents on the Oakland Schools Consortium Website (*please visit our HR web page at: <https://www.oakparkschools.org/departments/human-resources/> to access the Oakland Schools Consortium website*). ***All letters of interest, resumes and applications must be received no later than the deadline listed or until the position has been filled.***

INTERNAL CANDIDATES: All interested and qualified internal applicants must submit a letter of interest and a current resume via email to Renita Williams, Principal of Oak Park High School at renita.williams@opsk12.org. ***All letters of interest, resumes and applications must be received no later than the deadline listed or until filled.***

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