NOVI COMMUNITY SCHOOL DISTRICT

Talent Management & Development Department

NOTICE OF VACANCY JOB ID: 18462

POSITION: Drama Club Sponsor	**LOCATION:** Novi Woods Elementary
SCHEDULE: 2026-2027 school year	**SALARY:** Per the NEA Agreement, Schedule B
POSTING DATE: October 23, 2026	**DEADLINE:** Until Filled

JOB DESCRIPTION

- Be knowledgeable of and consistently enforce school rules and policies
- Effectively communicate with club students and families
- Ensure that the safety and welfare of the students is a top priority
- Be responsive to instructions and directions from school administrators
- Present a professional image and provide a positive role model in terms of personal habits, language and conduct

QUALIFICATIONS

- Bachelor's degree with a major in education or equivalent preferred
- Experience as a teacher, sponsor, and/or coach preferred
- Leadership experiences preferred

RESPONSIBILITIES & DUTIES

- Must have demonstrated ability to work with and motivate young people and adults
- Must be available during the time requirements of the position
- Experience working efficiently with large and small groups of secondary students
- Experience guiding high school students to develop positive leadership skills
- Affinity for and experience working with students
- Evidence of advanced organizational skills
- Be able to meet for at least 13 times over the school year
- Be able to take attendance at each meeting

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. Rev. 01-28-23