

PLEASE POST

Until Filled

NOTICE OF VACANCY
TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM

INTERNAL & EXTERNAL

POSITION:

Professional Development Substitute Teacher (Multiple Positions Available)

MINIMUM QUALIFICATIONS:

1. 60 credit hours with a 2.0 GPA or better from an accredited university

DESIRED QUALIFICATIONS:

1. Experience substitute teaching preferred.
2. Experience and/or knowledge of classroom management preferred.

DUTIES AND RESPONSIBILITIES:

1. Assigned to a specific building on a daily basis to cover classrooms as teachers plan and debrief with coaches.
1. Follow teacher lesson plans and direct student learning accordingly.
2. Make use of instructional procedures and materials which are most suitable for attaining lesson goals.
3. Ensure an orderly and tidy classroom.
4. Adhere to all TSD procedures, guidelines, and policies.
5. Ensure a sustainable relationship with parents, pupils, school personnel and members of the public. Communicating in a confidential, polite and refined manner.
6. Work with small groups of students, as needed, based on teacher direction for intervention purposes.
7. Be flexible in daily schedule for changes and reassignments within the building.
8. Support the building leadership mission and vision.

BASE RATE OF PAY:

6.5 hours per day (4 days per week - approximately 140-149 days per school year)

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| 1-10 days in the building: | \$85.49 |
| 11-60 days in the building: | \$91.53 |
| 61 or more days in the building: | \$119.90 |

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

All materials received relative to this posting become property of the Taylor School District.

DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED

NOTICE OF NON-DISCRIMINATION

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